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DEPARTMENT OF AGRICULTURE
WASHINGTON

January 6, 1917.

MEMORANDUM NO. 182.

Board of Survey.

For the better handling of property found unserviceable or of no further use in the bureaus of the Department at Washington, the following procedure is established, to take effect February first:

(1) Unserviceable property or property for which an employee has no further use, reported to the chief of bureau under Paragraph 17 of the Property Regulations, shall be entered as at present upon turn-in papers and these papers forwarded to the Chairman of the Board of Survey when completed for the use of the Board in inspecting the property. The property itself shall be retained in the bureau until inspected and its disposition ordered by such board.

(2) The Board of Survey, of which a representative of the bureau concerned shall be a member for the inspection of his bureau's property alone, shall periodically inspect property reported unserviceable or of no further use in the bureau. This inspection shall be accomplished while the property is actually in the bureau and before its final disposition shall be determined by the Board. The Board

DEPARTMENT OF AGRICULTURE

WASHINGTON



shall decide as to each piece of property whether it is to be turned in to the Office of Supplies of the Department for disposition as may be directed by the Board or listed as below.

(3) Property which the Board of Survey decides is serviceable and may be of use to another branch of the Department shall be listed by the Chairman of the Board with description and location. Monthly revisions of this list shall be sent to the chief clerk of each bureau of the Department in order that opportunity may be given for the transfer of such property from one bureau to another. A sufficient number of copies will be furnished by the Chief Clerk of the Department for the use of each bureau, including a copy for the bureau property clerk. Such transfers shall in each case be made as provided in Paragraph 25 of the Property Regulations. The actual shipment of the property from bureau to bureau shall be arranged for by the receiving bureau.

(4) The Board of Survey shall consist of the following:

Mr. Fred C. More, Assistant Chief Clerk, Chairman.
Mr. C. B. Lower, Office of Supplies.
Mr. Walter L. Shuck, Office of Inspection.
Mr. C. C. Wilson, Superintendent of Shops.
Bureau representative.

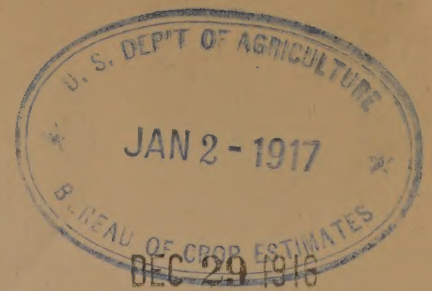
(5) Bureau representatives will be designated by their respective bureau chiefs to act with the Departmental Board of Survey under this procedure.

(6) Three members of the Board of Survey shall constitute a quorum, one of whom shall be the bureau representative.

J. J. Austin

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON



MEMORANDUM FOR MR. ESTABROOK:

I have considered the draft of Secretary's memorandum submitted by you on December 22, in regard to the procedure in handling property found to be unserviceable, or of no further use in the bureaus of the Department at Washington.

There appears to be no legal objection to the scheme outlined in the memorandum. However, certain minor suggestions in phraseology are submitted for your consideration. It is suggested that immediately after the word "ordered", at the end of the second paragraph on page one, the words "by such board", be added.

It is thought that for the sake of clarity the purpose or purposes for which the property is to be turned in to the Office of Supplies of the Department should be stated in the sentence beginning with the two last lines on page one.

It is also suggested that the word "bureau" be substituted for the words "branch of the department", in lines four and five, and the word "branch" in line six on page 2. The word "bureau" is defined in the property regulations, to which your proposed memorandum refers, and includes all branches of the Department.

C. M. Boyle
Acting Solicitor.



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DEPARTMENT OF AGRICULTURE
WASHINGTON

January 16, 1917.

MEMORANDUM NO. 183.

Reimbursement for materials used in connection
with shop requests.

Beginning February 1, 1917, an account will be kept of all material used by the Mechanical Shops in the fabrication of experimental equipment and the maintenance and repair of equipment directly under the cognizance of the bureaus, and reimbursement of the cost thereof to the appropriation "Miscellaneous Expenses" secured from the appropriate lump-fund of the bureaus receiving the benefit of the work, by transfer settlement, vouchers for which will be prepared by the Mechanical Superintendent and rendered monthly.

Shop requests accurately describing the work of the above nature to be done in the shops will be prepared in the bureaus as at present, with notation on each of the appropriation or subappropriation which will be charged with the cost of materials. Signature on such shop requests by a responsible officer of the bureau and transmission to the Mechanical Superintendent will be considered as authority for charging the cost of the material used by a transfer voucher against the appropriation indicated on the shop request.

Work to be performed by the Mechanical Shops which has to do with the general upkeep of the Department's buildings, plant, distributing

system and the like, will be taken up by memorandum with the Chief Clerk of the Department (Custodian of Buildings) who, when he has satisfied himself that the work called for is necessary and not a proper charge against bureau funds, will draw and sign appropriate shop requests charging the cost of materials to the appropriation "Miscellaneous Expenses."

By this procedure it is intended that the appropriation "Miscellaneous Expenses" shall be reimbursed for the cost of materials used in filling bureau shop requests by transfer settlement from the item of appropriation of the bureau, the specific object of which is promoted by the service rendered, and to charge the appropriation "Miscellaneous Expenses" only with the cost of materials used on work which has to do with the maintenance and repair of the Department of Agriculture plant as a whole. It is believed that no difficulty will be experienced in drawing the proper line of demarcation.

J. J. Houston

Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON

January 27, 1917.

MEMORANDUM NO. 184.

No Embargo on Shipments Consigned to the Government in Time
of Peace.

The attention of contractors and the administrative officials of the department is directed to the provision in the Act approved August 29, 1916 (39 Stat. 604), amending section six of an Act entitled "An Act to regulate commerce" so as to read as follows:

That in time of war or threatened war preference and precedence shall, upon demand of the President of the United States, be given over all other traffic for the transportation of troops and material of war, and carriers shall adopt every means within their control to facilitate and expedite the military traffic. And in time of peace shipments consigned to agents of the United States for its use shall be delivered by the carriers as promptly as possible and without regard to any embargo that may have been declared, and no such embargo shall apply to shipments so consigned.

In case of the refusal of any transportation company, or of any common carrier, or of any agent of either, to accept and forward any shipment for the use of the United States, consigned to any employee of this Department or to any bureau, service, or division thereof, on account of any embargo established by a transportation company or common carrier, or in case of failure to forward any such shipment promptly, information concerning such refusal or failure should forthwith be forwarded to the chief of the bureau, service or division to which the shipment is consigned, giving the nature of the shipment, the name of the company, carrier, and agent

of either declining to accept, or failing to accept and forward the shipment, the station at which the consignment was offered, as well as the ^{initials and} number of the car in case the material has been accepted for shipment but forwarding thereof is delayed.

On receipt of such information the chief of the bureau, service, or division shall use such means as may be within his power to facilitate the acceptance of the shipment, or its forwarding, if the same has already been accepted, and as soon as practicable, forward all information concerning the same to the Secretary in order that appropriate action may be taken.

A handwritten signature in dark ink, appearing to read "J. R. Hamilton". The signature is written in a cursive style with a large, sweeping "H" and a long, trailing flourish at the end.

Secretary.

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United States Department of Agriculture,
Bureau of Crop Estimates,
WASHINGTON, D. C.

January 26, 1917.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

The Advisory Committee on Finance and Business Methods returns herewith the memorandum of the Solicitor, dated January 16, and the proposed memorandum for the Secretary's signature, prescribing the method of procedure to be followed by contractors and Administrative officers of the Department. In cases of refusal of common carriers to accept ~~at~~ monthly shipments for the use of the United States in which the Department is interested, the Committee recommends the issuance of this order, but in addition to the other information required in such cases, it is suggested that the initials of the car containing the consignment be required, as the car number without initials would have no significance.

Very truly yours,

A. J. Gappone
Acting Chairman,
Advisory Committee on Finance,
and Business Methods.

Inclosures.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON

Mr. Tolahook
For consideration
of Finance Com
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A. Williams
Solicitor.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION

MEMORANDUM FOR MR. HARRISON.

January 10, 1917.

Dear Mr. Harrison:

Upon seeing the attached paper, I was at first of the opinion that the interest of this Department would be conserved by sending a copy to each of the bureau financial and property clerks. On second thought, however, it occurs to me that it might be well to submit the matter to the Solicitor for the preparation of an appropriate formal memorandum for the signature of the Secretary. Such a memorandum could indicate the procedure which should be taken in the event of a violation of the provision by a carrier where shipments of the Department are involved.

Very truly yours,

Alex. McC. Ashley
Inspector.

Enclosure.

NAVY DEPARTMENT
(BUREAU OF SUPPLIES AND ACCOUNTS)
WASHINGTON, D. C.

NO EMBARGO ON SHIPMENTS CONSIGNED TO THE GOVERNMENT.

MEMORANDUM FOR THE INFORMATION OF CONTRACTORS.

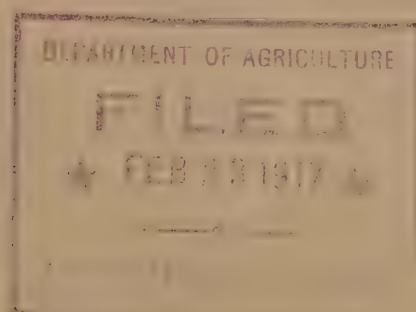
The act making appropriations for the Naval Service for the fiscal year ending 30 June, 1917, and for other purposes, contains the following provision:

"And in time of peace, shipments consigned to agents of the United States for its use shall be delivered by the carriers as promptly as possible and without regard to any embargo that may have been declared, and no such embargo shall apply to shipments so consigned."

In case of the refusal of any transportation company, or of any common carrier, or any agent of any common carrier or transportation company to accept and forward any shipment consigned to a Navy Yard or to any office under the Naval Service on account of any embargo established by a transportation company or in case of failure to forward such shipment promptly, it is requested that information concerning such refusal, or failure, be immediately forwarded to the Bureau of Supplies and Accounts, giving the nature of the shipment, the contract or order concerned, the name of the carrier or company declining, or failing, to forward the shipment and the station at which the consignment was offered; as well as the number of the car in case the material has been accepted for shipment but forwarding thereof is delayed.

On receipt of such information, measures will be taken to see that the law above referred to is complied with.

SAMUEL McGOWAN,
Paymaster General of the Navy.



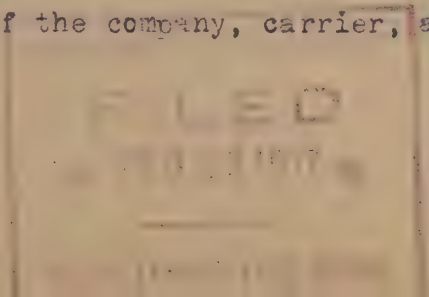
DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington.

January 27, 1917.

The attention of contractors, and the administrative officials of the department is directed to the provision in the Act approved August 29, 1916 (39 Stat. 604), amending section six of an Act entitled "An Act to regulate commerce" so as to read as follows:

That in time of war or threatened war preference and precedence shall, upon demand of the President of the United States, be given over all other traffic for the transportation of troops and material of war, and carriers shall adopt every means within their control to facilitate and expedite the military traffic. And in time of peace shipments consigned to agents of the United States for its use shall be delivered by the carriers as promptly as possible and without regard to any embargo that may have been declared, and no such embargo shall apply to shipments so consigned.

In case of the refusal of any transportation company, or of any common carrier, or of any agent of either, to accept and forward any shipment for the use of the United States, consigned to any employee of this Department or to any bureau, service, or division thereof, on account of any embargo established by a transportation company or common carrier, or in case of failure to forward any such shipment promptly, information concerning such refusal or failure should forthwith be forwarded to the chief of the bureau, service or division to which the shipment is consigned, giving the nature of the shipment, the name of the company, carrier, and agent

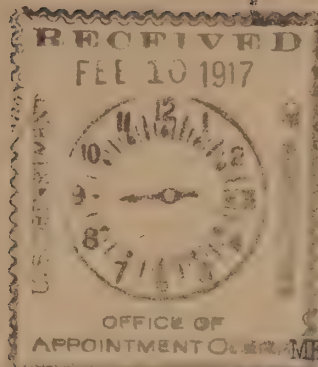


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DEPARTMENT OF AGRICULTURE
WASHINGTON

February 9, 1917.

MEMORANDUM NO. 185.
(Superseding Memorandum 176.)

Appointment of Member of Committee on Buildings..

Mr. Edgar B. Calvert, Chief Clerk, Weather Bureau, is hereby appointed a member of the Committee on Buildings of the Department of Agriculture.

The present personnel of the Committee is as follows:

R. M. Reese, Chief Clerk of Department, Chairman.

L. M. Estabrook, Chief, Bureau of Crop Estimates.

James E. Jones, Chief Clerk, Bureau of Plant Industry.

J. R. Gill, Mechanical Superintendent.

Edgar B. Calvert, Chief Clerk, Weather Bureau.

W. H. H. H. H.
Secretary.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

February 9, 1917.

MEMORANDUM FOR MR. REESE.

Dear Mr. Reese:

Referring to your memorandum of February 8, the Secretary has approved your recommendation that Mr. Edgar B. Calvert be added to the Committee on Buildings of this Department.

Very truly yours,

Private Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.

February 8, 1917.

MEMORANDUM FOR THE SECRETARY:

I respectfully recommend that Mr. Edgar B. Calvert be added to the Committee on Buildings of this Department.

It will not be necessary to call Mr. Calvert to all meetings of the Committee on Buildings which may be held for the consideration of minor affairs. His experience will, however, be of value to the Committee in connection with its forthcoming work on proposals for a new building. Mr. Calvert formerly served on the Building Committee and was a valuable and efficient member.

Very respectfully,

D. J. H.

Wm Reese
Chief Clerk; Chairman,
Committee on Buildings.

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United States Department of Agriculture,
Office of the Secretary,
WASHINGTON, D. C.

September 15, 1916.

MEMORANDUM NO. 176.
(Superseding Memorandum 42.)

Appointment of Member of Committee on Buildings.

Mr. J. R. Gill, Mechanical Superintendent, is hereby appointed a member of the Committee on Buildings of the Department of Agriculture.

The present personnel of the Committee is as follows:

R. M. Reese, Chief Clerk of Department, Chairman.

L. M. Estabrook, Chief, Bureau of Crop Estimates.

James E. Jones, Chief Clerk, Bureau of Plant Industry.

J. R. Gill, Mechanical Superintendent.

D. P. Houston

Secretary.

PLEASE RETURN TO THE
SECRETARY'S FILE ROOM.
February 14, 1917

MEMORANDUM 186.

Amendments to Fiscal Regulations.

Paragraphs 28 and 30 of the Fiscal Regulations of this Department, adopted February 1, 1915, and amendment to Paragraph 28, adopted by Memorandum 128, dated March 31, 1915, are hereby amended so as to read as follows:

28. All **requisitions** for the purchase of supplies, or for job work, in **excess of \$100** must be **approved by the Secretary**, except in case of the Weather Bureau, the Forest Service, and the Office of Public Roads and Rural Engineering, which may issue requisitions for amounts not exceeding \$500, and except in case of the Forest Service and the Office of Public Roads and Rural Engineering, which may also issue requisitions for amounts less than \$2,500, if such requisitions are for supplies, materials, or equipment required exclusively for the construction and maintenance of roads or trails under the provisions of the ten per cent forest road and trail provision, section 8 of the Federal Aid Road Act, general improvement funds, and, with the prior approval of the Secretary, specific cooperative funds deposited for road improvement work; but **no automobiles**, motor boats, or other motor-driven vehicles, no cameras or lenses, and **no medicines** for personal use (see Paragraph 78, section m), shall be **purchased without specific authority** of the Secretary.

30. No price shall be accepted unless it is reasonable. All **bids and proposals** shall be subject to these regulations. The contract of purchase will be complete and binding upon acceptance by the Department of a bid or proposal. The Chief of the Weather Bureau, the Forester, or a district forester when previously authorized in writing by the forester, and the Director of the Office of Public Roads and Rural Engineering, or a district engineer of that office when previously authorized in writing by the Director, may accept bids

or proposals when the amount involved is \$500 or less, or, in the case of supplies, materials and equipment required exclusively for the construction or maintenance of roads or trails, the Forester or Director, and a district forester or a district engineer, when authorized as aforesaid, may accept bids or proposals when the amount involved is less than \$2,500, shall give notice of all acceptances by themselves, and may, when deemed necessary, require a formal contract and bond, utilizing the services of the most available law officer of the Department in the preparation of the same. An official in charge of an experiment station in Alaska, Hawaii, Porto Rico, or the Island of Guam, when previously authorized in writing by the Secretary, may accept bids or proposals up to amounts fixed in such authorization, and shall give notice of his acceptance thereof. In all other cases **acceptances and notices** thereof will be by the Secretary. Except in such cases and cases in which, pursuant to Paragraph 144 of the Administrative Regulations, there may be a waiver, as evidence of contracts of purchase, the Secretary will sign, and may require the bidder or maker of a proposal to sign, a written contract, supported by appropriate bond, when the amount involved is \$1,000 or more. When less than \$50 is involved, and answers to inquiries, made in compliance with the Fiscal Regulations, result in quotations of reasonable prices, the lowest price quoted may be used informally by the chief of the bureau concerned as the basis of purchases in the open market. Unless otherwise stated in the specifications, or advertisement for bids or proposals, or in the contract of purchase, the Department shall be bound only for the particular supplies specified therein, and shall not be bound for supplies which may be purchased at any other time during that fiscal year.

D. P. Houston

Secretary.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

February 14, 1917.

MEMORANDUM NO. 187.

Amendments to Administrative Regulations.

Paragraphs 144 and 204 of the Administrative Regulations,
and amendment to paragraph 204 adopted by Memorandum No. 163,
dated April 8, 1916, are hereby amended, so as to read as follows:

144.- Contract and Bond in Connection with the Purchase of Supplies and Performance of Work. A contract and bond will, as a general rule, be required for supplies and materials procured under informal bids, and for construction work, when the aggregate amount involved is more than \$1,000, or when supplies, materials or equipment are procured by the Forest Service or the Office of Public Roads and Rural Engineering required exclusively for the construction or maintenance of roads or trails where the amount involved is \$2,500 or more. This requirement may be waived, however, when articles to be purchased are of regular standard make or manufacture, and in connection with the purchase of seeds for congressional distribution when immediate delivery is required.

204.- Employees may be Designated to Act as Special Deputy Fiscal Agents. Clerks, officers, or other employees of the Forest Service may be temporarily detailed to the office of the district fiscal agent, as special deputy fiscal agents, under the direction of and subject to the supervision of the district fiscal agent, for the purpose of making cash payments to fire fighting and other crews; and, when necessary, these employees and employees of the Office of Public Roads and Rural Engineering may also be designated to act as special deputy fiscal agents under the district fiscal agents of

the Forest Service for the purpose of making cash payments to laborers, and for the purchase of materials in case of emergency in connection with the construction and maintenance of roads and trails under the provisions of the ten per cent forest road and trail provision, section 8 of the Federal Aid Road Act, general improvement funds, and, with the prior approval of the Secretary, specific cooperative funds deposited for road improvement work; all such special deputy fiscal agents to furnish bond in the sum of \$5,000 each, drawn in favor of the United States. Such bond shall be filed in the office of the Forester.

D. S. Hartman
Secretary.

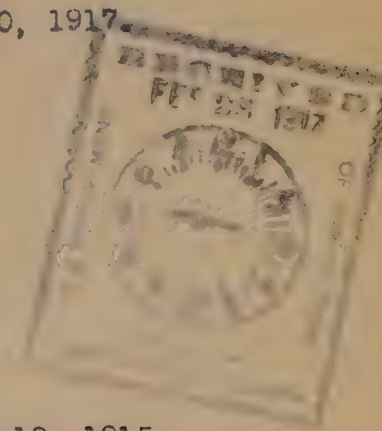
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DEPARTMENT OF AGRICULTURE
WASHINGTON

February 20, 1917



MEMORANDUM NO. 188.

Regarding Committees on Clerical Efficiency.

In accordance with Memorandum No. 125, dated March 18, 1915, the personnel of the Committees on Clerical Efficiency of the various bureaus, independent divisions, offices and boards is hereby changed as indicated:

OFFICE OF THE SECRETARY

R. M. Reese, Chairman
A. McC. Ashley
J. R. Gill (vice H. F. Fitts)

OFFICE OF THE SOLICITOR

R. W. Williams, Chairman
C. W. Boyle
P. D. Cronin (vice Fred Lees)

OFFICE OF FARM MANAGEMENT

Lisle Morrison, Chairman
F. H. Branch
H. A. Miller (vice L. A. Moorhouse)

WEATHER BUREAU

E. B. Calvert, Chairman
W. R. Blair
A. J. Henry (vice B. A. Blundon)
Robert Seyboth (vice J. U. Monroe)
J. W. Smith

BUREAU OF ANIMAL INDUSTRY

J. R. Mohler, Chairman
C. C. Carroll
George Ditewig (vice A. J. Pistor)

BUREAU OF PLANT INDUSTRY

James E. Jones, Chairman
W. W. Stockberger
C. R. Ball (vice L. C.
Corbett)

FOREST SERVICE

A. F. Potter, Chairman
George G. Anderson
R. Y. Stuart (vice
E. E. Carter)

BUREAU OF SOILS

A. G. Rice, Chairman
C. A. Wolfe
C. H. Seaton (vice G.
W. Baumann)

BUREAU OF ENTOMOLOGY

C. L. Marlatt, Chairman
E. F. Phillips
W. R. Walton (vice
F. H. Chittenden)

BUREAU OF CHEMISTRY

W. G. Campbell, Chairman
(vice R. L. Emerson)
F. B. Linton
J. S. Abbott (vice C. O.
Johns)

BUREAU OF BIOLOGICAL SURVEY

W. C. Henderson, Chairman
(vice E. W. Nelson)
E. J. Thompson
G. A. Lawyer (vice E. A.
Preble)

DIVISION OF ACCOUNTS AND DISBURSEMENTS

W. J. Nevius, Chairman
W. R. Fuchs (vice E. D. Yerby)

DIVISION OF PUBLICATIONS

J. A. Arnold, Chairman
B. D. Stallings
A. I. Mudd (vice F. J.
P. Cleary)

LIBRARY

Miss C. R. Barnett, Chairman
Miss H. M. Thompson
Miss E. B. Hawks

STATES RELATIONS SERVICE

W. H. Beal, Chairman
W. A. Lloyd
J. A. Evans (vice E.
V. Wilcox)
H. L. Knight (vice
W. B. Mercier)

INSECTICIDE AND FUNGICIDE BOARD

M. B. Waite, Chairman
J. G. Shibley
W. D. Lynch (vice C. C.
(McDonnell)

FEDERAL HORTICULTURAL BOARD

G. B. Sudworth, Chairman
W. A. Orton

OFFICE OF MARKETS AND RURAL ORGANIZATION

C. H. Walleigh, Chairman
(vice G. C. White)
L. D. Hall
George Livingston (vice
O. J. Field)

OFFICE OF PUBLIC ROADS AND

RURAL ENGINEERING

L. W. Page, Chairman
J. E. Pennybacker (vice
P. Hubbard)
H. K. Bishop (vice T.
W. Allen)

BUREAU OF CROP ESTIMATES

L. M. Estabrook, Chairman
S. A. Jones
H. B. Cramer (vice
N. C. Murray)

H. J. Austin

Secretary.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

February 24, 1917.

MEMORANDUM NO. 189.

Regarding Changes and Alterations in Proof.

The Public Printer has called the Department's attention to the fact that, during the fiscal year 1916, it has been necessary to charge \$14,616.94 against the printing fund of the Department for authors' corrections and alterations in galley and page proofs returned to the Government Printing Office. This sum would have been sufficient to publish about thirty bulletins of the average size and edition. The matter is of such vital concern that every effort should be made to reduce to a minimum this charge against the printing fund.

The necessity for alteration in proof would be practically avoided if all manuscripts or copy were carefully edited, revised, and otherwise perfected before submission for printing. Only such changes as are absolutely necessary should be made in the proof. When a manuscript has advanced to galley or page proof ordinarily it is too late to undertake to improve the language, form of expression, capitalization, paragraphing, etc.

The Style Book of the Government Printing Office is the standard for all branches of the Government and should be followed in the Department. Aside from the saving that would be effected by

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the elimination of alterations in proof, the work could and would be handled more expeditiously at the Government Printing Office.

The Division of Publications and the Assistant in Charge of Manuscripts have been instructed to enforce the most rigid economy in the Department printing and to do everything that properly can be done to reduce the cost of the work without, of course, detracting from its quality. The printing fund is limited and it is necessary to use every effort to see that the available appropriation is efficiently expended.

Chiefs of Bureaus, Divisions, and Offices are requested to cooperate fully in this matter.

A. J. Houston
Secretary.

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the Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON

February 27, 1917.

MEMORANDUM NO. 190.

AMENDMENTS TO THE FISCAL REGULATIONS.

The paragraphs, sections of paragraphs, and Appendix C of the Fiscal Regulations of this Department adopted February 1, 1915, and amendments to paragraphs, sections of paragraphs, and Appendix G adopted by Memorandum No. 162, dated April 6, 1916, as identified by the numbers and letters respectively set out below, are hereby amended, so as to read as follows:

12. Unless otherwise specifically authorized by law, no money appropriated for the Department of Agriculture shall be available for payment to any person receiving more than one salary when the combined amount of said salaries exceeds the sum of \$2,000 per annum, but this shall not apply to retired officers or enlisted men of the Army, Navy, Marine Corps, or Coast Guard, or to the officers and enlisted men of the Organized Militia and Naval Militia in the several States, Territories, and the District of Columbia.

29. Except in cases in which the aggregate amount involved does not exceed fifty dollars, or which are provided for by paragraph 35, no purchase of or contract for supplies or services, other than personal services, shall be made until after advertisement a sufficient time previously for proposals respecting the same, when the public exigencies do not require the immediate delivery of the articles or

the performance of the services. Such advertisements shall be by one of the following methods: (1) In newspapers, upon specific authority from the Secretary, when the amount involved is \$2,500 or more; or, (2) by formal proposals sent to three or more dealers, when the aggregate amount involved exceeds \$50 and is less than \$2,500. Either of these methods may be supplemented by posting notices in public places inviting competitive bidding, when it seems probable that better competition will be obtained thereby.

33. Proposals requested by the Department for definite quantities of supplies do not bind bidders to make further deliveries; when provision for further deliveries at the contract price seems necessary or desirable, the proposal must definitely provide therefor. All contracts based on proposals for a current fiscal year expire automatically at the close of the fiscal year.

39. The only payments of domestic postage that will be allowed on official matter of the Department are for registration by the field force, in which case the registration receipt should accompany the claim for reimbursement; for special delivery stamps when immediate delivery of official correspondence is necessary; for stamps on envelopes from which it is necessary to omit the designation of "official mail" in order to avoid defeating the purpose of the communication inclosed therein; and for parcel post matter (except single books mailed from Washington) weighing in excess of four pounds.

45. All telegraph messages relating to the business of the Department should be indorsed "U. S. Official Business, Government Rate." Messages sent from or to Washington, D. C., must not be paid for by the persons sending or receiving the same, except where payment is demanded as a condition to the transmission or delivery of the message. Telegrams not prepaid should have the additional words "Charge Department of Agriculture, Bureau of _____," written or stamped upon the face thereof, and the agent, operator, or messenger should be directed to have the same included in the company's monthly bill. Telegraph messages between points in the field should be prepaid at the Government rate by the employee, where payment is demanded as a condition to the transmission or delivery, and a copy of each prepaid message should support the claim for reimbursement. Identification cards for presentation to agents may be obtained upon application, through the chief of bureau, to the chief clerk of the department. These identification cards must not be used for telegrams reserving hotel accommodations by employees receiving per diem allowances while traveling. Expenses so incurred must be paid by the employee individually and reimbursement therefor will not be made, and such claims must not be included in reimbursement accounts.

63 (b). Necessary postage on official matter, including special delivery and registration fees on public property and official communications.

78 (b). Except as provided in paragraph 78 (v), one double berth for each person, customary stateroom accommodations on steamboats and other vessels, and seat in parlor or chair car will be allowed. When sleeping or parlor car accommodations are procured, officers or employees must state the points between which the service was rendered, whether seat, upper berth, or lower berth was occupied, and when other than Pullmans are used, the initials of the railroad over which travel was performed. In reimbursement accounts all charges for sleeping and parlor car accommodations if paid for in cash must be supported by the berth or seat checks or conductor's checks. Where a receipt or check is not tendered on a cash payment for sleeping car or parlor car accommodations, request therefor should be made.

78 (c). Porter fees on coastwise, river or lake steamers and sleeping cars, except where such cars are used for seating accommodations only, will be allowed not to exceed 25 cents for each car, or for each 24 hours, or fraction thereof. Porters fees not to exceed 10 cents will be allowed in each instance when seat accommodations are obtained in parlor or chair cars or sleeping cars: Provided, That reimbursement for the payment of any fee herein mentioned will not be allowed in States in which the payment of such fee is prohibited by law. (See Appendix G).

78 (g). Customary fees to cabin and deck stewards on trans-ocean steamships not to exceed \$10 in the aggregate, 50 cents a day between the continental United States and the Bermudas and the Bahama Islands, Central and South America, Cuba, Porto Rico, and other islands in the Caribbean Sea, 25 cents a day on coastwise, river and lake steamers, and the hire of a steamer chair not to exceed \$1 for the trip will be allowed. When the cost of subsistence on steamships is included in the price of the ticket paid for by the Government, fees to dining-room stewards will not be allowed.

78 (j). Except as provided in paragraph 78 (v), special conveyance, such as livery, or the hire of a boat, bicycle, motorcycle, or automobile, may be employed when no public or regular means of transportation are available, or when such public or regular means of transportation can not be used as advantageously in the interest of the Government. Employees using their own vehicles in official work in accordance with the Administrative Regulations of the Department must, in the case of motor-propelled vehicles, support each account covering operating charges by a certificate setting forth the

fact that the charge for gasoline and oil was arrived at by actual measurement at both the beginning and end of the official trip. The mileage of each trip should also be plainly stated.

90 (j). Meals. Subvouchers will be required for meals procured in the same city, town or place for an extended period (a week or more), unless it be shown that they were paid for at the time obtained and not in a lump sum at the end of the period.

The following extracts and provisions of law are hereby added to Appendix C of the Fiscal Regulations:

APPENDIX C.

ACT MARCH 21, 1916, c. 52 (39 Stat. 37).

Procedure for issuance of duplicate checks.

Sec. 3646. That whenever any original check is lost, stolen, or destroyed disbursing officers and agents of the United States are authorized, within three years from the date of such check, to issue a duplicate check, under such regulations in regard to its issue and payment, and upon the execution of such bond, with sureties, to indemnify the United States, and proof of loss of original check, as the Secretary of the Treasury shall prescribe: * * *

Act March 21, 1916, c. 52 (39 Stat. 37).

This is an Act to amend Section thirty-six hundred and forty-six of the Revised Statutes of the United States as reenacted and amended by Act of February 23, 1909.

ACT AUGUST 29, 1916, c. 417 (39 Stat. 556).

Double pay prohibition.

Sec. 6. That unless otherwise specially authorized by law, no money appropriated by this or any other Act shall be available for payment to any person receiving more than one salary when the combined amount of said salaries exceeds the sum of \$2,000 per annum, but this shall not apply to retired officers, or enlisted men of the Army, Navy, Marine Corps, or Coast Guard, or to officers and enlisted men of the Organized Militia and Naval Militia in the several States, Territories, and the District of Columbia: Provided, That

no such retired officer, officer, or enlisted man shall be denied or deprived of any of his pay, salary, or compensation as such, or of any other salary or compensation for services heretofore rendered, by reason of any decision or construction of said section six.

Act August 29, 1916, c. 417, 39 Stat. 582, amending Sec. 6 of Act of May 10, 1916, c. 117, 39 Stat. 120.

This is a provision of an Act making appropriations for the naval service for the fiscal year 1917, cited above.

ACT JUNE 3, 1916, c. 134 (39 Stat. 166).

Leaves of absence for certain Government employees, who are members of the National Guard.

Sec. 80. All officers and employees of the United States and of the District of Columbia who shall be members of the National Guard shall be entitled to leave of absence from their respective duties, without loss of pay, time, or efficiency rating, on all days during which they shall be engaged in field or coast-defense training ordered or authorized under the provisions of this Act.

Act June 3, 1916, c. 134, 39 Stat. 203.

This is a section of an Act making further and more effectual provisions for the national defense, cited above.

ACT SEPTEMBER 1, 1916, c. 433 (39 Stat. 676).

Rate of payment to be made to Washington Gas Light Company or the Georgetown Gas Light Company for gas used in public buildings of the United States or the District of Columbia.

Sec. 6. That hereafter no part of any money appropriated by this or any other Act shall be used for the payment to the Washington Gas Light Company or the Georgetown Gas Light Company for any gas furnished by said companies for use in any of the public buildings of the United States or the District of Columbia at a rate in excess of 70 cents per one thousand cubic feet.

Act of September 1, 1916, c. 433, 39 Stat. 716.

This is a provision of the Act making appropriations to provide for the expense of the District of Columbia for the fiscal year 1917, cited above.

ACT SEPTEMBER 7, 1916, c. 458, 39 Stat. 742.

An Act to provide compensation for employees of the United States suffering injuries in the performance of their duties.

That the United States shall pay compensation as hereinafter specified for the disability or death of an employee resulting from a personal injury sustained while in the performance of his duty, but no compensation shall be paid if the injury or death is caused by the willful misconduct of the employee or by the employee's intention to bring about the injury or death of himself or of another, or if intoxication of the injured employee is the proximate cause of the injury or death.

Act September 7, 1916, c. 458, 39 Stat. 742-743,

This is part of the enacting clause of the Act of September 17, 1916, cited above.

Appendix G of the Fiscal Regulations is hereby amended
so as to read as follows:

APPENDIX G.

Payment of tips, fees, or gratuities to any steward, waiter, porter, or other employee at any hotel, restaurant, cafe, eating house, or to any porter or other employee of any sleeping-car company, corporation, or carrier is prohibited by law in the States of Arkansas and Iowa.

Payment of tips, fees, or gratuities to any person in the employ of any hotel, restaurant, cafe, dining car, railroad company, or sleeping-car company is prohibited by law in the States of South Carolina, Mississippi, and Tennessee.



Secretary.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

March 13, 1917.

MEMORANDUM NO. 191.

Regarding Preparation of Program of Work
for the Fiscal Year 1918.

Each bureau or office is requested to submit, not later than May 1, statements of the various projects upon which it is planned to undertake work during the coming fiscal year, for use in preparing the Program of Work of the Department for 1918. These statements should include--

- (1) Projects listed in the Program for 1917 and to be continued during 1918.
- (2) Projects approved by the Secretary since the preparation of the last Program and upon which work will be continued.
- (3) Proposed new lines of work. (Statements of anticipated new lines of work should first be presented for consideration and approval by the Secretary.)
- (4) Projects terminated or to be terminated during the present fiscal year or to be suspended during 1918. (Such projects should be listed in the order of their occurrence in the printed Program for 1917, with an indication of their status; that is, whether merged with another project, suspended, or completed. If completed, summarize in one brief paragraph the object of the work and the results accomplished.)

Detailed instructions for preparing the material for the Program of Work are contained in paragraph 145 (revised) of the Administrative Regulations, as amended by Memorandum No. 160 of the Office of the Secretary, special attention being called to the following points:

Cooperation.--Under this head indicate relations with other departments and bureaus (including bureaus within this Department), colleges and experiment stations, and other public institutions; but com-

mercial organizations and private enterprises should not be referred to by name.

Results.--Summarize briefly under two separate paragraphs (1) the most important results prior to the fiscal year 1917, and (2) any special or unusual features of the work during 1917. References to publications are desirable, but statements of results should not be limited to citations of literature.

Assignment.--Under this heading include only names of leader and principal assistants.

Proposed expenditures, 1917-18.--Show the total estimated cost of each project, subgroup, and group. In stating the subgroup and group totals, indicate the statutory allotments; e.g., "Total, Investigations of Animal Diseases, \$177,160, including \$39,140 statutory."

In addition, where more than one type of activity are included under a project group or subgroup, show in parentheses the amount allotted to each type of activity; e.g., "Total, Investigation, Treatment, and Eradication of Hog Cholera, \$198,880, including \$13,880 statutory (regulation, \$132,540; research, \$45,340; extension, \$21,000)."

In a project group of this character the amount for "Administration" or "Supervision" should also be distributed by types of activity. (See page 79, Program of Work for 1917.)

In like manner, in all bureaus where more than one type of activity are under way, the total for "General Administration" should be apportioned by types of activity; e.g., "Total, General Administration, \$60,520, including \$44,240 statutory (research, \$49,195; extension, \$8,325; regulation, \$3,000)."

Note.--For use in checking the project allotments against the various appropriation items, each bureau or office will please prepare a separate tabulated statement listing all the projects to be included in the Program of Work, and showing distribution of funds as follows:

(1) The total amount (lump and statutory combined) allotted to each project.

(2) The total for each subgroup or group, with statutory allotments segregated.

Under (2) show in a separate column, as closely as can be approximated, the amounts which will be made available under the 5 and 10 per cent provision for increased compensation to Department employees, as apportioned to each subgroup or group, segregating the statutory and lump-fund allotments.

Carl J. Roemer
acting Secretary.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

March 12, 1917.

MEMORANDUM NO. 192.

Exchange of Motor-Propelled or Horse-Drawn Passenger-Carrying Vehicles as Part Payment in the Purchase of Similar Equipment.

The Act making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1918, authorizes the Department to exchange motor-propelled and horse-drawn passenger-carrying vehicles in part payment for new motor-propelled or horse-drawn passenger-carrying vehicles and requires on the first day of each regular session of Congress a report to Congress showing, as to each exchange, the make of the vehicle, the period of its use, the allowance therefor, and the vehicle, make thereof, and price, including exchange value, paid, or to be paid, for each vehicle procured through such exchange. This provision is effective from March 4, 1917.

In order to comply with the terms of this provision, Chiefs of Bureaus, Division and Offices of the Department will submit to the Office of the Secretary annually not later than September 20 a statement containing the information required for the fiscal year last closed. In addition to the information called for by the Act, the factory model and type (touring, roadster, etc.) of motor-propelled

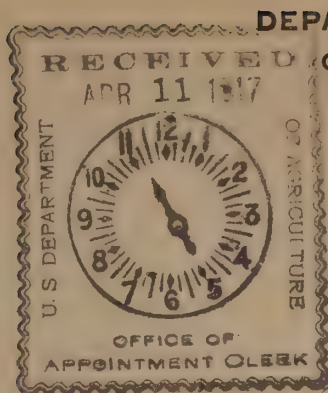
passenger-carrying vehicles should also be reported in the statement.

When it seems desirable and in the interest of the Government to exchange an old motor-propelled or horse-drawn passenger-carrying vehicle in part payment for new equipment of this nature rather than attempt to make repairs to old equipment, that fact shall be fully set forth in the recommendation of the Chief of Bureau, Office or Division for the purchase of any such vehicle.

Paragraph 28 of the Fiscal Regulations provides that no automobiles shall be purchased without specific authority of the Secretary.

Carl Vrooman

Acting Secretary.



DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

March 19, 1917.

MEMORANDUM NO. 193.

Extracts from appropriation acts for 1918 (other than the Agricultural Appropriation Act), and special acts passed by the 64th Congress (second session), which relate either directly or indirectly to the Department of Agriculture, or which may be of general interest to the employees thereof.

The attention of officials and employees of the Department of Agriculture is invited to the following provisions of a general nature which are included in the several acts indicated:

TO PROVIDE FOR STOCK-RAISING HOMESTEADS. ACT APPROVED DECEMBER 29, 1916,
PUBLIC NO. 290.

That from and after the passage of this Act it shall be lawful for any person qualified to make entry under the homestead laws of the United States to make a stock-raising homestead entry for not exceeding six hundred and forty acres of unappropriated unreserved public land in reasonably compact form: Provided, however, That the land so entered shall theretofore have been designated by the Secretary of the Interior as "stock-raising lands."

Sec. 2. That the Secretary of the Interior is hereby authorized, on application or otherwise, to designate as stock-raising lands subject to entry under this Act lands the surface of which is, in his opinion, chiefly valuable for grazing and raising forage crops, do not contain merchantable timber, are not susceptible of irrigation from any known source of water supply, and are of such character that six hundred and forty acres are reasonably required for the support of a family.

* * * * *

Sec. 11. That the Secretary of the Interior is hereby authorized to make all necessary rules and regulations in harmony with the provisions and purposes of this Act for the purpose of carrying the same into effect.

TO PROVIDE FOR THE CARE AND TREATMENT OF PERSONS AFFLICTED WITH LEPROSY
AND TO PREVENT THE SPREAD OF LEPROSY IN THE UNITED STATES. ACT
APPROVED FEBRUARY 3, 1917. PUBLIC NO. 299.

That for the purpose of carrying out the provisions of this Act the Secretary of the Treasury is authorized to select and obtain, by purchase or otherwise, a site suitable for the establishment of a home for the care and treatment of persons afflicted with leprosy, to be administered by the United States Public Health Service; and either the Secretary of War, the Secretary of the Navy, the Secretary of the Interior, or the Secretary of Agriculture is authorized to transfer to the Secretary of the Treasury any abandoned military, naval, or other reservation suitable for the purpose, or as much thereof as may be necessary, with all buildings and improvements thereon, to be used for the purpose of said home.

* * * * *

Sec. 6. That for the purposes of carrying out the provisions of this Act there is hereby appropriated, from any money in the Treasury not otherwise appropriated, the sum of \$250,000, or as much thereof as may be necessary, for the preparation of said home, including the erection of necessary buildings, the maintenance of the patients, pay and maintenance of necessary officers and employees, until June thirtieth, nineteen hundred and seventeen.

TO PREVENT AND PUNISH THE DESECRATION, MUTILATION, OR IMPROPER USE, WITHIN
THE DISTRICT OF COLUMBIA, OF THE FLAG OF THE UNITED STATES OF AMERICA.
ACT APPROVED FEBRUARY 8, 1917, PUBLIC NO. 305.

That hereafter any person who, within the District of Columbia, in any manner, for exhibition or display, shall place or cause to be placed any word, figure, mark, picture, design, drawing or any advertisement of any nature upon any flag, standard, colors or ensign of the United States of America; or shall expose or cause to be exposed to public view any such flag, standard, colors or ensign upon which shall have been printed, painted or otherwise placed, or to which shall be attached, appended, affixed or annexed any word, figure, mark, picture, design or drawing, or any advertisement of any nature; or who, within the District of Columbia, shall manufacture, sell, expose for sale or to public view or give away or have in possession for sale or to be given away or for use for any purpose, any article or substance being an article of merchandise, or a receptacle for merchandise or article or thing for carrying or transporting merchandise, upon which shall have been printed, painted, attached or otherwise placed a representation of any such flag, standard, colors or ensign, to advertise, call attention to, decorate, mark or distinguish the article or substance on which so placed; or who, within the District of Columbia, shall publicly mutilate, deface, defile or defy, trample upon or cast contempt, either by word or act, upon any such flag, standard, colors or ensign, shall be deemed guilty of a misdemeanor and shall be punished by a fine not exceeding \$100 or by imprisonment for not more than thirty days, or both, in the discretion of the court. The words "flag, standard, colors, or ensign," as used herein, shall include any flag, standard, colors, ensign or any picture or representation of either,

or of any part or parts of either, made of any substance or represented on any substance, of any size evidently purporting to be either of said flag, standard, colors or ensign of the United States of America or a picture or a representation of either, upon which shall be shown the colors, the stars and the stripes, in any number of either thereof, or of any part or parts of either, by which the average person seeing the same without deliberation may believe the same to represent the flag, colors, standard or ensign of the United States of America.

TO PUNISH PERSONS WHO MAKE THREATS AGAINST THE PRESIDENT OF THE UNITED STATES.
ACT APPROVED FEBRUARY 14, 1917, PUBLIC NO. 319.

That any person who knowingly and willfully deposits or causes to be deposited for conveyance in the mail or for delivery from any post office or by any letter carrier any letter, paper, writing, print, missive, or document containing any threat to take the life of or to inflict bodily harm upon the President of the United States, or who knowingly and willfully otherwise makes any such threat against the President, shall upon conviction be fined not exceeding \$1,000 or imprisoned not exceeding five years, or both.

AMENDING SEC. 1 OF THE ACT OF AUGUST 9, 1912, PROVIDING FOR PATENTS ON RECLAMATION ENTRIES. ACT APPROVED FEBRUARY 15, 1917, PUBLIC NO. 322.

That the proviso to section one of the Act of August ninth, nineteen hundred and twelve (Thirty-seventh Statutes, page two hundred and sixty-five), entitled "An Act providing for patents on reclamation entries, and for other purposes," be amended to read as follows:

"Provided, That no such patent or final water-right certificates shall issue until after the payment of all sums due the United States on account of such land or water right at the time of the submission of proof entitling the homestead or desert-land entryman to such patent or the purchaser to such final water-right certificate."

ADDING CERTAIN LANDS TO THE MISSOULA NATIONAL FOREST, MONTANA. ACT APPROVED FEBRUARY 17, 1917, PUBLIC NO. 328.

That the following unsurveyed areas which by protraction of the public surveys in adjoining townships would probably be described as section one, section two, section eleven, and section twelve, all in township nine north, range fifteen west; and section twenty-five, section thirty-five, and section thirty-six, all in township ten north, range fifteen west, Montana principal meridian, be, and the same are hereby, included in and made a part of the Missoula National Forest, subject to all prior valid adverse rights, and that said lands shall hereafter be subject to all laws affecting national forests.

FOR THE RELIEF OF AQUILA NEEDLER. ACT APPROVED FEBRUARY 17, 1917, PUBLIC NO. 329.

That the Secretary of the Interior is hereby authorized, in his discretion, to accept title to the following described lands, either in whole or in part,

upon certification by the Secretary of Agriculture that the lands are chiefly valuable for national forest purposes and approximately equal in value to the lands to be given in exchange therefor: The south half of the southeast quarter of section three; the northeast quarter of the northeast quarter and the south half of the southwest quarter of section ten; the north half of the northeast quarter of section fifteen, all in township twelve north, range four east; the south half of the northwest quarter and the northwest quarter of the southwest quarter of section fourteen, township thirteen north, range four east; lots one, two, three, and four and the south half of the northwest quarter and all of the southwest quarter of section four; all of section nine; and the north half of section sixteen; all in township fourteen north, range four east of Salt Lake base and meridian, situate in the Cache National Forest; and to issue to Aquila Nebeker in lieu thereof patents to the following described areas, or to such parts thereof as are found by the Secretary of Agriculture to be approximately equal in value to the lands conveyed: The south half of the northeast quarter and all of the southeast quarter of section eleven; the southwest quarter of section twelve; all of section thirteen; the northwest quarter of the northeast quarter, the southeast quarter of the northeast quarter, and all of the southeast quarter of section fourteen; the northeast quarter of section twenty-three; and the north half of section twenty-four; all in township thirteen north, range four east of Salt Lake base and meridian: Provided, That the lands conveyed to the Government shall thereupon become parts of the Cache National Forest and subject to all laws and regulations applicable thereto: Provided further, That the Secretary of the Interior and the Secretary of Agriculture shall jointly report to Congress, in detail, the factors upon which the valuations were made.

TO PROVIDE FOR THE PROMOTION OF VOCATIONAL EDUCATION. ACT APPROVED FEBRUARY 23, 1917, PUBLIC NO. 347.

This act provides for cooperation with the States in paying the salaries of teachers, supervisors, and directors of agricultural subjects, and teachers of trade, home economics, and industrial subjects, and in the preparation of teachers of agricultural, trade, industrial, and home economics subjects. It makes three distinct appropriations for carrying out the purposes of the Act, as follows:

(a) For allotment to the States in the proportion which their rural population bears to the total rural population of the United States, not including outlying possessions, according to the last preceding United States census, for the purpose of paying the salaries of teachers, supervisors, or directors of agricultural subjects, the sum of \$500,000 for the fiscal year 1918; \$750,000 for the fiscal year 1919; \$1,000,000 for the fiscal year 1920; \$1,250,000 for the fiscal year 1921; \$1,500,000 for the fiscal year 1922; \$1,750,000 for the fiscal year 1923; \$2,000,000 for the fiscal year 1924; \$2,500,000 for the fiscal year 1925, and for the fiscal year 1926 and annually thereafter the sum of \$3,000,000.

(b) Similar amounts are appropriated for allotment to the States in the proportion which their urban population bears to the total urban population of the United States, not including outlying possessions, according to the last preceding United States census, for the purpose of paying salaries of teachers of trade, home economics, and industrial subjects.

(c) For allotment to the States in the proportion which their population bears to the total population of the United States, not including outlying possessions, according to the last preceding United States census, for the purpose of preparing teachers, supervisors, and directors of agricultural subjects and teachers of trade and industrial and home economics subjects, the sum of \$500,000 for the fiscal year 1918; \$700,000 for the fiscal year 1919; \$900,000 for the fiscal year 1920, and for the fiscal year 1921 and annually thereafter the sum of \$1,000,000.

The Act creates a Federal Board for Vocational Education to consist of the Secretary of Agriculture, the Secretary of Commerce, the Secretary of Labor, the United States Commissioner of Education, and three citizens of the United States to be appointed by the President.

An additional sum of \$200,000 is annually appropriated for the Federal Board for Vocational Education for the purpose of paying the salaries of officers, assistants, and other administrative expenses.

TO ESTABLISH THE MOUNT MCKINLEY NATIONAL PARK, IN THE TERRITORY OF ALASKA. ACT
APPROVED FEBRUARY 26, 1917, PUBLIC NO. 353.

That the tract of land in the Territory of Alaska * * * * * is hereby reserved and withdrawn from settlement, occupancy, or disposal under the laws of the United States, and said tract is dedicated and set apart as a public park for the benefit and enjoyment of the people, under the name of Mount McKinley National Park.

* * * * *

Sec. 6. That the said park shall be, and is hereby, established as a game refuge, and no person shall kill any game in said park except under an order from the Secretary of the Interior for the protection of persons or to protect or prevent the extermination of other animals or birds: Provided, That prospectors and miners engaged in prospecting or mining in said park may take and kill therein so much game or birds as may be needed for their actual necessities when short of food; but in no case shall animals or birds be killed in said park for sale or removal therefrom, or wantonly.

* * * * *

ACT MAKING APPROPRIATIONS FOR THE EXPENSES OF THE BUREAU OF INDIAN AFFAIRS,
APPROVED MARCH 2, 1917, PUBLIC NO. 369.

REIMBURSEMENT TO INDIANS FOR LIVE STOCK DESTROYED.

For reimbursing Indians for live stock which may be hereafter destroyed on account of being infected with dourine or other contagious diseases, and for expenses in connection with the work of eradicating and preventing such diseases, to be expended under such rules and regulations as the Secretary of the Interior may prescribe, \$75,000, said amount to be immediately available and to remain available until expended: Provided, That not to exceed \$15,000 of this amount

may be used in reimbursing Indians for horses killed previous to the passage of the Act of May eighteenth, nineteen hundred and sixteen, for which they have not heretofore been reimbursed. (Indian Act, approved March 2, 1917, p. 6.)

ACT MAKING APPROPRIATIONS FOR THE EXPENSES OF THE DISTRICT OF COLUMBIA, APPROVED
MARCH 3, 1917, PUBLIC NO. 378.

LICENSES FOR MOTOR VEHICLES.

On and after December thirty-first, nineteen hundred and seventeen, all licenses, including identification tags and registrations, for motor vehicles heretofore granted shall expire and become null and void, and on and after January first, nineteen hundred and eighteen, there shall be charged annually for the licensing and registration of motor vehicles the following fees, which shall be paid annually to the collector of taxes of the District of Columbia and which shall include registration and the furnishing of an identification number tag- \$5 for each vehicle of more than twenty-four horsepower and not exceeding thirty horsepower, \$10 for each vehicle of more than thirty horsepower, \$3 for each vehicle of twenty-four horsepower or less, and \$2 for each motor cycle or similar motor vehicle: Provided, That the term "motor vehicle" used herein shall include all vehicles propelled by internal-combustion engines, electricity, or steam, except traction engines, road rollers, and vehicles propelled only upon rails and tracks: Provided further, That motor vehicles owned and maintained in the District of Columbia by the United States or the government of the District of Columbia shall be registered and furnished identification tags without cost: And provided further, That the Commissioners of the District of Columbia are authorized to establish such rules and regulations and to affix thereto such fines and penalties as in their judgment are necessary for the enforcement of this Act and the regulations authorized hereunder: Provided further, That motor vehicles, owned or operated by persons not legal residents of the District of Columbia but who shall have complied with the laws of the State of their legal residence requiring the registration of motor vehicles or licensing of operators thereof and the display of identification or registration numbers on such vehicles and which identification numbers shall be displayed on such motor vehicles as provided by the laws and regulations of the District of Columbia while used or operated within the District, shall not be required to be licensed or registered or bear other identification numbers under the laws and regulations of the District if the State in which the owner or operator of such motor vehicle has his legal residence extends the same privilege to the motor vehicles owned or operated by legal residents of the District of Columbia: Provided further, That on and after July first, nineteen hundred and seventeen, the Commissioners of the District of Columbia be, and they are hereby, authorized and empowered to make and enforce all regulations governing the speed of motor vehicles in the District of Columbia, subject to the penalties prescribed in the Act approved June twenty-ninth, nineteen hundred and six. (District of Columbia Act, approved March 3, 1917, p. 10.)

ACT MAKING APPROPRIATIONS FOR THE DIPLOMATIC AND CONSULAR SERVICE, APPROVED
MARCH 3, 1917, PUBLIC NO. 379.

INTERNATIONAL INSTITUTE OF AGRICULTURE.

For the payment of the quota of the United States for the support of the International Institute of Agriculture for the calendar year nineteen hundred and eighteen, \$8,000.

For salary of one member of the permanent committee of the International Institute of Agriculture for the calendar year nineteen hundred and eighteen, \$3,600.

For the payment of the quota of the United States for the cost of translating into and printing in the English language the publications of the International Institute of Agriculture at Rome, \$5,000. (Diplomatic and Consular Act, approved March 3, 1917, p. 7.)

INTERNATIONAL SEISMOLOGICAL ASSOCIATION.

For defraying the necessary expenses in fulfilling the obligations of the United States as a member of the International Seismological Association, including the annual contribution to the expenses of the association, \$800. (Diplomatic and Consular Act, approved March 3, 1917, p. 8.)

LEGISLATIVE, EXECUTIVE, AND JUDICIAL APPROPRIATION ACT, APPROVED MARCH 3, 1917,
PUBLIC NO. 381.

DETAIL OF EMPLOYEES TO OFFICE OF THE PRESIDENT.

That employees of the executive departments and other establishments of the executive branch of the Government may be detailed from time to time to the office of the President of the United States for such temporary assistance as may be necessary. (Legislative Act, approved March 3, 1917, p. 12.)

EXPENSES OF BUREAU OF EFFICIENCY.

To enable the Bureau of Efficiency, authorized by the urgent deficiency appropriation Act approved February twenty-eighth, nineteen hundred and sixteen, to establish and maintain a system of efficiency ratings, to investigate administrative needs of the service relating to personnel in the several executive departments and independent establishments, required by the legislative, executive, and judicial appropriation Acts for the fiscal years nineteen hundred and thirteen and nineteen hundred and fourteen, respectively, and to investigate duplication of statistical and other work and methods of business in the various branches of the Government service; for purchase or exchange of equipment, supplies, stationery books and periodicals, printing and binding, traveling expenses not exceeding \$3,000, and street car fare not exceeding \$50; in all, \$60,000: Provided, That

no person shall be employed hereunder at a compensation exceeding \$4,000 per annum. (Legislative Act, approved March 3, 1917, pp. 12 and 13.)

INVESTIGATION BY BUREAU OF EFFICIENCY OF METHODS
OF EXAMINING AND AUDITING CLAIMS.

The Bureau of Efficiency shall investigate the methods of examining and auditing claims against the United States and accounts of disbursing officers, and of accounting for receipts and disbursements and shall submit a report to the Secretary of the Treasury and to Congress, with recommendations, at its next regular session. (Legislative Act, approved March 3, 1917, p. 13.)

INVESTIGATION BY BUREAU OF EFFICIENCY OF CIVIL SERVICE COMMISSION.

The Bureau of Efficiency shall investigate the methods of transacting the public business in the Civil Service Commission and report to Congress through the President at the next regular session of Congress. The officers and employees of the Civil Service Commission are hereby directed to furnish said bureau with such information as it may require to carry out this provision. (Legislative Act, approved March 3, 1917, p. 13.)

COMPARATIVE REPORT BY BUREAU OF EFFICIENCY ON RATES OF PAY OF
FEDERAL AND OTHER EMPLOYEES.

The Bureau of Efficiency shall ascertain the rates of pay of employees of various State and municipal governments and commercial institutions in different parts of the United States and shall submit to Congress at its next regular session a report showing how such rates compare with the rates of pay of employees of the Federal Government performing similar services. (Legislative Act, approved March 3, 1917, p. 13.)

INFORMATION TO BE FURNISHED BUREAU OF EFFICIENCY.

Officers and employees of the executive departments and other establishments shall furnish authorized representatives of the Bureau of Efficiency with all information that the bureau may require for the performance of the duties imposed on it by law, and shall give such representatives access to all records and papers that may be needed for that purpose. (Legislative Act, approved March 3, 1917, p. 13.)

INVESTIGATION BY BUREAU OF EFFICIENCY OF THE CLASSIFICATION,
SALARY, AND EFFICIENCY OF GOVERNMENT EMPLOYEES.

The Bureau of Efficiency shall investigate the classification, salary, and efficiency of the employees of the Departments and Independent Establishments of the Government in the District of Columbia and report fully or partially to Congress by January first, nineteen hundred and eighteen, as to needed equalization

or reclassification, and if a partial report be submitted then a full report shall be submitted as soon thereafter as possible with such recommendations as the Bureau may deem proper. (Legislative Act, approved March 3, 1917, p. 13.)

DETAIL OF EMPLOYEES TO CIVIL SERVICE COMMISSION.

No detail of clerks or other employees from the executive departments or other Government establishments in Washington, District of Columbia, to the Civil Service Commission, for the performance of duty in the District of Columbia, shall be made for or during the fiscal year nineteen hundred and eighteen. The Civil Service Commission shall, however, have power in case of emergency to transfer or detail any of its employees herein provided for to or from its office force, field force, or rural carrier examining board. (Legislative Act, approved March 3, 1917, p. 14.)

COLLECTING THE COTTON-FUTURES TAX.

For expenses to enforce the provisions of part A of the Act approved August eleventh, nineteen hundred and sixteen, known as the cotton-futures Act, including the employment of attorneys, agents, inspectors, deputy collectors, clerks, and messengers at rates to be fixed by the Commissioner of Internal Revenue, subject to the approval of the Secretary of the Treasury, and for the purchase of such supplies, equipment, mechanical devices, and other articles as may be necessary, \$20,000: Provided, That no person shall be employed hereunder at a compensation exceeding \$4,000 per annum. (Legislative Act, approved March 3, 1917, pp. 24 and 25.)

CONTRIBUTIONS TO SALARIES OF GOVERNMENT EMPLOYEES PROHIBITED.

That on and after July first, nineteen hundred and nineteen, no Government official or employee shall receive any salary in connection with his services as such an official or employee from any source other than the Government of the United States, except as may be contributed out of the treasury of any State, county, or municipality, and no person, association, or corporation shall make any contribution to, or in any way supplement the salary of, any Government official or employee for the services performed by him for the Government of the United States. Any person violating any of the terms of this proviso shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine of not less than \$1,000 or imprisonment for not less than six months, or by both such fine and imprisonment as the court may determine. (Legislative Act, approved March 3, 1917, p. 42.)

TESTING SUPPLIES AND MATERIALS FOR GOVERNMENT BY BUREAU OF STANDARDS.

For testing miscellaneous materials, such as varnish materials, soap materials, inks, and chemicals, including supplies for the Government departments and independent establishments, including personal services in the District of Columbia and in the field, as authorized by law, \$20,000. (Legislative Act, approved March 3, 1917, p. 53.)

DEVELOPMENT OF COLOR STANDARDS BY BUREAU OF STANDARDS.

To develop color standards and methods of manufacture and of color measurement, with special reference to their industrial use in standardization and specification of colorants such as dyestuffs, inks, and pigments, and other products, paint, paper, and textiles, in which color is a pertinent property, including personal services in the District of Columbia and in the field, \$10,000. (Legislative Act, approved March 3, 1917, p. 53.)

PURCHASE OF TYPEWRITING MACHINES.

Sec. 4. That no part of any money appropriated by this or any other Act shall be used during the fiscal year nineteen hundred and eighteen for the purchase of any typewriting machine at a price in excess of the lowest price paid by the Government of the United States for the same make and substantially the same model of machine during the fiscal year nineteen hundred and sixteen; such price shall include the value of any typewriting machine or machines given in exchange, but shall not apply to special prices granted on typewriting machines used in schools of the District of Columbia or of the Indian Service, the lowest of which special prices paid for typewriting machines shall not be exceeded in future purchases for such schools: Provided, That in construing this section the Commissioner of Patents shall advise the Comptroller of the Treasury as to whether the changes in any typewriter are of such structural character as to constitute a new machine not within the limitations of this section. (Legislative Act, approved March 3, 1917, p. 59.)

DETAIL OF EMPLOYEES IN THE CLASSIFIED SERVICE
FOR DUTY OUTSIDE OF THE DISTRICT OF COLUMBIA.

Sec. 5. That in expending appropriations made in this Act persons in the classified service at Washington, District of Columbia, shall not be detailed for service outside of the District of Columbia except for or in connection with work pertaining directly to the service at the seat of government of the department or other Government establishment from which the detail is made: Provided, That nothing in this section shall be deemed to apply to the investigation of any matter or the preparation, prosecution, or defense of any suit by the Department of Justice. (Legislative Act, approved March 3, 1917, p. 59.)

INVESTIGATION BY BUREAU OF EFFICIENCY OF DUPLICATION OF
SERVICE IN EXECUTIVE DEPARTMENTS.

Sec. 8. The Bureau of Efficiency shall investigate duplication of service in the various executive departments and establishments of the Government, including bureaus and divisions, and make a report to the President thereon, and the President is hereby authorized, after such report shall have been made to him, wherever he finds such duplication to exist to abolish the same. Report of the action taken hereunder shall be made to Congress at its next regular session. (Legislative Act, approved March 3, 1917, p. 60.)

AUTHORIZING AN EXCHANGE OF LANDS WITH OWNERS OF PRIVATE HOLDINGS WITHIN THE
GLACIER NATIONAL PARK. ACT APPROVED MARCH 3, 1917. PUBLIC NO. 382.

That the Secretary of the Interior, for the purpose of eliminating private holdings within the Glacier National Park and the preservation intact of the natural forest along the roads in the scenic portions of the park, both on patented and park lands, is hereby empowered, in his discretion, to obtain for the United States the complete title to any or all of the lands held in private or State ownership within the boundaries of said park within townships thirty-two and thirty-three north, ranges eighteen and nineteen west of Montana principal meridian, by the exchange of dead, decadent, or matured timber of approximately equal values that can be removed from any part of the park without injuriously affecting the scenic beauty thereof; or upon the approval of the Secretary of Agriculture, the timber to be selected or exchanged may be taken from the Government lands within the metes and bounds of the national forests within the State of Montana.

Sec. 2. That the value of all patented lands within said park, including the timber thereon, offered for exchange, and the value of the timber on park lands, or on Government lands within the metes and bounds of the national forests within the State of Montana, proposed to be given in exchange for such patented lands shall be ascertained in such manner as the Secretary of the Interior and the Secretary of Agriculture may jointly in their discretion direct, and all expenses incident to ascertaining such values shall be paid by the owners of said patented lands; and such owners shall, before any exchange is effective, furnish the Secretary of the Interior evidence satisfactory to him of title to the patented lands offered in exchange; and if the value of timber on park lands or on the Government lands in the national forests within the State of Montana exceeds the value of the patented lands deeded to the Government in exchange, such excess shall be paid to the Secretary of the Interior by the owners of the patented lands before any timber is removed, and shall be deposited and covered into the Treasury as miscellaneous receipts: Provided, That the lands conveyed to the Government under this Act shall become a part of the Glacier National Park.

Sec. 3. That all timber on Government lands in the park must be cut and removed under regulations to be prescribed by the Secretary of the Interior, and any damage which may result to the roads or any part of the park or the national forests in consequence of the cutting and removal of the timber therefrom shall be borne by the owners of the patented lands, and bonds satisfactory to the Secretary of the Interior and the Secretary of Agriculture, jointly, must be given for the payment of such damages, if any, as shall be determined by the Secretary of the Interior so far as the same relate to lands within a national park and by the Secretary of Agriculture where the same relates to lands in the national forests: Provided further, That the Secretary of Agriculture and the Secretary of the Interior shall jointly report to Congress in detail the factors upon which valuations were made.

TO PREVENT THE MANUFACTURE AND SALE OF ALCOHOLIC LIQUORS IN THE DISTRICT OF COLUMBIA.
ACT APPROVED MARCH 3, 1917. PUBLIC NO. 383.

That on and after the first day of November, Anno Domini nineteen hundred and seventeen, no person or persons, or any house, company, association, club, or

corporation, his, its, or their agents, officers, clerks, or servants, directly or indirectly, shall, in the District of Columbia, manufacture for sale or gift, import for sale or gift, sell, offer for sale, keep for sale, traffic in, barter, export, ship out of the District of Columbia, or exchange for goods or merchandise, or solicit or receive orders for the purchase of, any alcoholic or other prohibited liquors for beverage purposes or for any other than scientific, medicinal, pharmaceutical, mechanical, sacramental, or other nonbeverage purposes.

* * * * *

Sec. 2. That the provisions of this Act shall not be construed to prevent the manufacture, importation, exportation, or sale of denatured or of methyl alcohol, or of ethyl alcohol, for scientific, medicinal, pharmaceutical, or mechanical purposes, nor to prevent the sale of alcoholic or other prohibited liquors by druggists for medicinal purposes on prescriptions of physicians under the regulations set out in section three of this Act: Provided, That the manufacture and sale of ethyl alcohol or of alcoholic liquors for sacramental purposes within the District of Columbia shall be restricted to manufacturers and druggists licensed, respectively, to make and sell such alcohol and alcoholic or other prohibited liquors, as hereinafter provided, for scientific, mechanical, pharmaceutical, medicinal, or sacramental purposes only.

* * * * *

That nothing in this Act shall prevent any executive department or other establishment of the United States government from purchasing or importing into the District of Columbia, free of tax and for its own uses, denatured, methyl, or ethyl alcohol for scientific, medicinal, pharmaceutical, or mechanical purposes.

* * * * *

ACT MAKING APPROPRIATIONS FOR THE NAVAL SERVICE, APPROVED MARCH 4, 1917, PUBLIC NO. 391.

SUSPENSION OF EIGHT-HOUR LAW IN EMERGENCY.

That in case of national emergency the President is authorized to suspend provisions of law prohibiting more than eight hours labor in any one day of persons engaged upon work covered by contracts with the United States: Provided further, That the wages of persons employed upon such contracts shall be computed on a basic day rate of eight hours work, with overtime rates to be paid for at not less than time and one-half for all hours work in excess of eight hours. (Naval Act, approved March 4, 1917, pp. 27 and 28.)

The appropriation bills enumerated below failed of passage during the last session of Congress. When these bills are finally passed by Congress and approved by the President a supplemental memorandum will issue.

Sundry Civil

Army

Military Academy

General deficiency

Rivers and Harbors.

D. S. Houston

Secretary of Agriculture.

DEPARTMENT OF AGRICULTURE

WASHINGTON

July 25
~~June 25~~, 1917.

MEMORANDUM NO. 193 (SUPPLEMENTAL).

Extracts from appropriation acts for 1918 passed by the 65th Congress (first session), which relate either directly or indirectly to the Department of Agriculture, or which may be of general interest to the employees thereof.

The attention of officials and employees of the Department of Agriculture is invited to the following provisions of a general nature which are included in the several acts indicated:

ACT MAKING APPROPRIATIONS TO SUPPLY DEFICIENCIES IN APPROPRIATIONS FOR THE FISCAL YEAR ENDING JUNE 30, 1917, AND PRIOR FISCAL YEARS, AND FOR OTHER PURPOSES, APPROVED APRIL 17, 1917, PUBLIC NO. 2.

INTERNATIONAL EXCHANGES.

For the system of international exchanges between the United States and foreign countries, under the direction of the Smithsonian Institution, including necessary employees and purchase of necessary books and periodicals, \$3,500. (General Deficiency Act, approved April 17, 1917, p. 1.)

INVESTIGATIONS BY BUREAU OF EFFICIENCY.

To enable the Bureau of Efficiency to make the investigations required by the legislative, executive, and judicial appropriation Act for the fiscal year nineteen hundred and eighteen, \$20,000, to continue available during the fiscal year nineteen hundred and eighteen: Provided, That no person shall be employed hereunder at a compensation exceeding \$4,000 per annum. (General Deficiency Act, approved April 17, 1917, p. 2.)

SUPPORT OF DEPENDENT FAMILIES OF ENLISTED MEN.

For the support of dependent families of enlisted men, including the same objects and under the same limitations specified in the appropriations for this purpose in the Army appropriation Act for the fiscal year nineteen hundred and seventeen as amended by section nine hundred and one of the Act entitled "An Act to increase the revenue, and for other purposes," approved September eighth, nineteen hundred and sixteen, \$2,000,000: Provided, That the provision in the Act of August twenty-ninth, nineteen hundred and sixteen as amended by section nine hundred and one of the Act of September eighth, nineteen hundred and sixteen, for the Federal support of families of enlisted men shall, with respect to enlisted men belonging to organizations of the Organized Militia or National Guard which entered the service of the United States under the calls of the President of May ninth, nineteen hundred and sixteen, and June eighteenth, nineteen hundred and sixteen, and enlisted men of the Regular Army who by the provisions of Acts above cited are beneficiaries thereof only during the time the Organized Militia or National Guard continue in the service of the United States under said calls, apply only to applications stated in the form prescribed by the Secretary of War which are received in the office of the Depot Quartermaster, Washington, District of Columbia, on or before June thirtieth, nineteen hundred and seventeen. (General Deficiency Act, approved April 17, 1917, p. 11.)

CLASSIFICATION OF LANDS INVOLVED IN OREGON AND CALIFORNIA RAILROAD FORFEITURE SUITS.

To enable the Secretary of the Interior, in cooperation with the Secretary of Agriculture, or otherwise, to continue the classification of lands involved in the Oregon and California railroad forfeiture suit, as authorized and directed by the Act of June ninth, nineteen hundred and sixteen, \$90,000, to continue available during the fiscal year nineteen hundred and eighteen. (General Deficiency Act, approved April 17, 1917, p. 19.)

NATIONAL SECURITY AND DEFENSE.

For the national security and defense, and for each and every purpose connected therewith, to be expended at the discretion of the President, and to be immediately available and to remain available until December thirty-first, nineteen hundred and seventeen, \$100,000,000. (General Deficiency Act, approved April 17, 1917, p. 30.)

ACT MAKING APPROPRIATIONS FOR THE SUPPORT OF THE ARMY FOR THE FISCAL YEAR ENDING JUNE 30, 1918, AND FOR OTHER PURPOSES, APPROVED MAY 12, 1917, PUBLIC NO. 11.

ESTABLISHMENT AND MAINTENANCE OF AEROLOGICAL STATIONS.

For the establishment and maintenance by the Weather Bureau of additional aerological stations, for observing, measuring and investigating atmospheric phenomena in the aid of aeronautics, including salaries, travel and other expenses in the city of Washington and elsewhere, \$100,000, to be expended under the direction of the Secretary of Agriculture. (Army Appropriation Act, approved May 12, 1917, p. 5.)

FORWARDING CHARGES ON GOVERNMENT RADIOGRAMS AND TELEGRAMS.

Provided, That hereafter the Signal Corps, in its operation of military telegraph lines, cables, or radio stations, is authorized, in the discretion of the Secretary of War, to collect forwarding charges due connecting commercial telegraph or radio companies for the transmission of Government radiograms or telegrams over their lines, and to this end, under such regulations as may be prescribed by the Secretary of War, it can present vouchers to disbursing officers for payment or file claims with auditors of the Treasury Department for the amount of such forwarding charges. (Army Appropriation Act, approved May 12, 1917, p. 5.)

SALE OF SURPLUS ICE, ELECTRIC LIGHT AND POWER, AND PERFORMANCE OF LAUNDRY WORK BY THE WAR DEPARTMENT.

x x x x x x For the fiscal year ending June thirtieth, nineteen hundred and eighteen, whenever the ice machines, steam laundries, and electric plants shall not come in competition with private enterprise for sale to the public, and in the opinion of the Secretary of War it becomes necessary to the economical use and administration of such ice machines, steam laundries, and electric plants as have been or may hereafter be established in pursuance of law, surplus ice may be disposed of, laundry work may be done for other branches of the Government, and surplus electric light and power may be sold on such terms and in accordance with such regulations as may be prescribed by the Secretary of War: Provided, That the funds received from such sales and in payment for such laundry work shall be used to defray the cost of operation of said ice, laundry, and electric plants, and the sales and expenditures herein provided for shall be accounted for in accordance with the methods prescribed by law, and any sums remaining after such cost of maintenance and operation have been defrayed shall be deposited in the Treasury to the credit of the appropriation from which the cost of operation of such plant is paid. (Army Appropriation Act, approved May 12, 1917, p. 14.)

MILITARY SURVEYS AND MAPS.

For the execution of topographic or other surveys, the securing of such extra topographic data as may be required, and the preparation and printing of maps required for military purposes, to be immediately available and remain available until December thirty-first, nineteen hundred and eighteen: Provided, That the Secretary of War is authorized to secure the assistance, wherever practicable, of the United States Geological Survey, the Coast and Geodetic Survey, or other mapping agencies of the Government in this work, and to allot funds therefor to them from this appropriation, \$200,000. (Army Appropriation Act, approved May 12, 1917, p. 26.)

COUNCIL OF NATIONAL DEFENSE.

For expenses of experimental work and investigations undertaken by the Council of National Defense, by the advisory commission, or subordinate bodies, for the employment of a director, expert and clerical expenses, for rental of

quarters, and for the necessary supplies, and for the necessary expenses of members of the council, of the advisory commission, or subordinate bodies going to and attending meetings of the commission or subordinate bodies, there is hereby appropriated the unexpended balance remaining on hand June thirtieth, nineteen hundred and seventeen, of the appropriation of \$200,000 appropriated by the act approved August twenty-ninth, nineteen hundred and sixteen.

Provided, That of this appropriation there shall be available during the current fiscal year for the rent of offices in the District of Columbia the sum of \$5,000, or so much thereof as may be necessary. (Army Appropriation Act, approved May 12, 1917, p. 36.)

LEAVE OF ABSENCE TO MEMBERS OF THE OFFICERS' RESERVE CORPS.

Provided further, That all officers and employees of the United States or of the District of Columbia who shall be members of the Officers' Reserve Corps shall be entitled to leave of absence from their respective duties, without loss of pay, time, or efficiency rating, on all days during which they shall be ordered to duty with troops or at field exercises, or for instruction, for periods not to exceed fifteen days in any one calendar year. (Army Appropriation Act, approved May 12, 1917, p. 37.)

MEMBERS OF THE OFFICERS' RESERVE CORPS TO BE RESTORED TO POSITIONS.

Provided further, That members of the Officers' Reserve Corps who are in the employ of the United States Government or of the District of Columbia and who are ordered to duty by proper authority shall, when relieved from duty, be restored to the positions held by them when ordered to duty. (Army Appropriation Act, approved May 12, 1917, p. 37.)

ACT MAKING APPROPRIATIONS FOR SUNDRY CIVIL EXPENSES OF THE GOVERNMENT FOR THE FISCAL YEAR ENDING JUNE 30, 1918, AND FOR OTHER PURPOSES, APPROVED JUNE 12, 1917, PUBLIC NO. 21.

USE OF FURNITURE IN PUBLIC AND OTHER BUILDINGS.

Provided further, That all furniture now owned by the United States in other public buildings or in buildings rented by the United States shall be used, so far as practicable, whether it corresponds with the present regulation plan for furniture or not. (Sundry Civil Act, approved June 12, 1917, p. 12.)

INVESTIGATION OF DISEASES OF MAN.

For investigations of diseases of man and conditions influencing the propagation and spread thereof, including sanitation and sewage, and the pollution of navigable streams and lakes of the United States, including personal service, \$200,000. (Sundry Civil Act, approved June 12, 1917, p. 18.)

RURAL SANITATION.

For special studies of, and demonstration work in, rural sanitation, including personal service, \$150,000: Provided, That no part of this appropriation shall be available for demonstration work in rural sanitation in any community unless the State, county, or municipality in which the community is located agrees to pay one-half the expense of such demonstration work. (Sundry Civil Act, approved June 12, 1917, p. 18.)

INTERNATIONAL EXCHANGES.

For the system of international exchanges between the United States and foreign countries, under the direction of the Smithsonian Institution, including necessary employees and purchase of necessary books and periodicals, \$35,000. (Sundry Civil Act, approved June 12, 1917, p. 19.)

INTERNATIONAL CATALOGUE OF SCIENTIFIC LITERATURE.

For the cooperation of the United States in the work of the International Catalogue of Scientific Literature, including the preparation of a classified index catalogue of American scientific publications for incorporation in the International Catalogue, clerk hire, purchase of necessary books and periodicals, and other necessary incidental expenses, \$7,500. (Sundry Civil Act, approved June 12, 1917, p. 19.)

INVESTIGATIONS OF ALLEGED VIOLATIONS OF THE ANTITRUST ACTS BY CORPORATIONS IN THE PRODUCTION, OWNERSHIP, ETC. OF FOODSTUFFS.

For all expenses necessary to carry out the order of the President of the United States to investigate within the scope of its powers and to report the facts relating to any alleged violations of the antitrust Acts by any corporation in the production, ownership, manufacture, storage, and distribution of foodstuffs and the products or by-products arising from or in connection with their preparation and manufacture, \$250,000. (Sundry Civil Act, approved June 12, 1917, p. 22.)

EMPLOYEES COMPENSATION FUND.

For the payment of compensation provided by said Act, including medical, surgical, and hospital services, and supplies provided by section nine, and the transportation and burial expenses provided by sections nine and eleven, \$500,000, to be available until expended; and the appropriation of \$500,000 for the fiscal year nineteen hundred and seventeen is continued and made available until expended. (Sundry Civil Act, approved June 12, 1917, p. 23.)

MISSISSIPPI CENTENNIAL EXPOSITION.

For the transfer at the close of the Panama-California International Exposition of the Government exhibit, or such portions thereof as may be determined by the President as advisable, and for its installation and maintenance during the continuance of said Mississippi Centennial Exposition until not later than June tenth, nineteen hundred and eighteen, and its return to Washington, \$75,000, to be expended in accordance with the provisions of the Act approved September eighth, nineteen hundred and sixteen, and to be immediately available. (Sundry Civil Act, approved June 12, 1917, pp. 23-24.)

PROTECTION OF LANDS INVOLVED IN OREGON AND CALIFORNIA RAILROAD FORFEITURE SUITS.

To enable the Secretary of the Interior, with the cooperation of the Secretary of Agriculture or otherwise, as in his judgment may be most advisable, to establish and maintain a patrol to prevent trespass and to guard against and check fires upon the lands involved in the case of the United States versus Oregon and California Railroad Company and others, suit numbered thirty-three hundred and forty, in the district court for the district of Oregon, now pending on appeal in the Supreme Court of the United States, \$25,000. (Sundry Civil Act, approved June 12, 1917, p. 42.)

RESTORATION OF LANDS IN FOREST RESERVES.

To enable the Secretary of the Interior to advertise the restoration to the public domain of lands in forest reserves or of lands temporarily withdrawn for forest reserve purposes, \$15,000. (Sundry Civil Act, approved June 12, 1917, p. 42.)

RESEARCHES TO DETERMINE GEOLOGICAL CONDITIONS FAVORABLE TO THE PRESENCE OF DEPOSITS OF POTASH SALTS.

For chemical and physical researches relating to the geology of the United States, including researches with a view of determining geological conditions favorable to the presence of deposits of potash salts, \$40,000. (Sundry Civil Act, approved June 12, 1917, p. 44.)

DETERMINING WATER SUPPLY OF THE UNITED STATES AND METHODS OF UTILIZING WATER RESOURCES.

For gauging streams and determining the water supply of the United States, the investigation of underground currents and artesian wells, and the preparation of reports upon the best methods of utilizing the water resources, \$175,000, of which \$25,000 may be used to test the existence of artesian and other underground water supplies suitable for irrigation in the arid and semiarid regions by boring wells. (Sundry Civil Act, approved June 12, 1917, p. 44.)

TOPOGRAPHIC SURVEYS OF PUBLIC LANDS.

For continuation of topographic surveys of the public lands that have been or may hereafter be designated as national forests, \$75,000. (Sundry Civil Act, approved June 12, 1917, p. 45.)

EXAMINATION AND CLASSIFICATION OF LANDS TO DETERMINE THEIR SUITABILITY FOR HOMESTEADS, ETC.

For the examination and classification of lands requisite to the determination of their suitability for enlarged homesteads, stock-raising homesteads, public watering places, and stock driveways, as required by the public land laws, to be immediately available, \$150,000. (Sundry Civil Act, approved June 12, 1917, p. 45.)

PROTECTION OF GAME IN ALASKA.

For carrying out the Act approved May eleventh, nineteen hundred and eight, entitled "An Act for the protection of game in Alaska, and for other purposes," including salaries, traveling expenses of game wardens, and all other necessary expenses, \$20,000, to be expended under the direction of the governor of Alaska. (Sundry Civil Act, approved June 12, 1917, p. 51.)

CONSTRUCTION OF BRIDGE ACROSS THE NARROWS OVER THE WATERS BETWEEN CASS LAKE AND PIKE BAY IN THE MINNESOTA NATIONAL FOREST.

For contribution to the Forest Service for construction of a bridge across the Narrows over the waters between Cass Lake and Pike Bay, in the Minnesota National Forest, Minnesota, upon condition that the local authorities, State or county, contribute \$10,000 toward the building of the same, \$10,000. (Sundry Civil Act, approved June 12, 1917, p. 62.)

DEVELOPING AQUATIC SOURCES OF LEATHER.

For developing by the Bureau of Fisheries in cooperation with the Bureau of Standards new aquatic sources of supply of leather, including personal services in the District of Columbia and in the field, to be immediately available, \$10,000. (Sundry Civil Act, approved June 12, 1917, p. 70.)

PRINTING AND BINDING FOR DEPARTMENT OF AGRICULTURE.

For the Department of Agriculture, including not to exceed \$47,000 for the Weather Bureau, and including the Annual Report of the Secretary of Agriculture, as required by the Act approved January twelfth, eighteen hundred and ninety-five, and in pursuance of the joint resolution numbered thirteen, approved March thirtieth, nineteen hundred and six, and also including not to exceed \$200,000 for farmers' bulletins, which shall be adapted to the interests of the people of the different sections of the country, an equal proportion of four-fifths of which shall be delivered to or sent out under the addressed franks furnished by Senators, Representatives, and Delegates in Congress, as they shall direct, \$650,000. (Sundry Civil Act, approved June 12, 1917, p. 78.)

ALLOTMENT OF PRINTING AND BINDING FUND.

No more than an allotment of one-half of the sum hereby appropriated for the public printing and for the public binding shall be expended in the first two quarters of the fiscal year, and no more than one-fourth thereof may be expended in either of the last two quarters of the fiscal year, except that, in addition thereto, in either of said last quarters the unexpended balances of allotments for preceding quarters may be expended; and no department or Government establishment shall consume in any such period a greater percentage of its allotment than can be lawfully expended during the same period of the whole appropriation. (Sundry Civil Act, approved June 12, 1917, pp. 78-79.)

EXPENDITURE OF PRINTING AND BINDING FUND.

Money appropriated under the foregoing allotments shall not be expended for printing or binding for any of the executive departments or other Government establishments, except such as shall be certified in writing to the Public Printer by the respective heads or chiefs thereof to be necessary to conduct the ordinary and routine business required by law of such executive departments or Government establishments, and except such reports, monographs, bulletins, or other publications as are authorized by law or specifically provided for in appropriations herein; all other printing required or deemed necessary or desirable by heads of executive departments or other Government establishments or offices or bureaus thereof shall be done only as Congress shall from time to time authorize. (Sundry Civil Act, approved June 12, 1917, p. 79.)

DETAIL OF EMPLOYEES OF THE GOVERNMENT PRINTING OFFICE TO OTHER EXECUTIVE BRANCHES OF THE PUBLIC SERVICE.

No part of any money appropriated in this Act shall be paid to any person employed in the Government Printing Office while detailed for or performing service in any other executive branch of the public service of the United States unless such detail be authorized by law. (Sundry Civil Act, approved June 12, 1917, p. 79.)

APPORTIONMENT OF EXPENDITURES FROM APPROPRIATIONS MADE UNDER GOVERNMENT PRINTING OFFICE.

All expenditures from appropriations made herein under Government Printing Office, except appropriations for salaries and for stores and general expenses in and for the office of superintendent of documents, and expenses incurred on account of heat, light, and power furnished the city post-office building in Washington, District of Columbia, shall be equitably apportioned and charged by the Public Printer to each publication or work executed under any of the foregoing allotments, so that the total charges for work done from the appropriations aforesaid shall not be less than the total amount actually expended from all of said appropriations. (Sundry Civil Act, approved June 12, 1917, p. 79.)

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES

1955

REPORT OF THE DIVISION OF THE PHYSICAL SCIENCES

THE UNIVERSITY OF CHICAGO

The Division of the Physical Sciences at the University of Chicago has been fortunate in having a number of distinguished scientists as members. The following is a list of the members of the Division for the year 1955.

Members of the Division of the Physical Sciences for the year 1955:

1. J. R. Oppenheimer, Director

2. E. Fermi, Chairman of the Advisory Committee

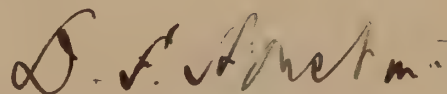
3. L. B. Loeb, Secretary

ACT MAKING APPROPRIATIONS TO SUPPLY URGENT DEFICIENCIES IN APPROPRIATIONS
FOR THE MILITARY AND NAVAL ESTABLISHMENTS ON ACCOUNT OF WAR EXPENSES FOR THE FISCAL YEAR ENDING JUNE 30, 1917, AND FOR OTHER PURPOSES, APPROVED JUNE 15, 1917, PUBLIC NO. 23.

COUNCIL OF NATIONAL DEFENSE.

For expenses of experimental work and investigations undertaken by the Council of National Defense, employment of experts, and at rates of compensation authorized by section one hundred and sixty-seven of the Revised Statutes of the United States of clerical and other assistance, supplies, including books of reference and periodicals, and for necessary expenses of members of the council of the advisory commission, or subordinate bodies going to and attending meetings of the commission or subordinate bodies, \$500,000: Provided, That of the appropriations herein and heretofore made for the Council of National Defense there may be expended for rental of quarters in the District of Columbia not to exceed \$25,000 in the aggregate for the fiscal year nineteen hundred and seventeen and not to exceed \$50,000 for the fiscal year nineteen hundred and eighteen: Provided further, That in the expenditure of said moneys the existence of a state of war shall not be construed as enlarging the powers or duties of the Council of National Defense, but that such powers and duties shall remain as prescribed by the Act creating said council, approved August twenty-ninth, nineteen hundred and sixteen. (Urgent Deficiency Act, approved June 15, 1917, p. 1.)

If additional legislation relating either directly or indirectly to the work of the Department is enacted by the present Congress, another supplemental memorandum will issue.



Secretary of Agriculture.

FILED

★ OCT 16 1936 W

Please return to
the Secretary's File Room

DEPARTMENT OF AGRICULTURE

WASHINGTON

m October 30, 1917.

MEMORANDUM NO. 193 (SUPPLEMENTAL).

Extracts from appropriation and other acts passed by the 65th Congress (first session), which relate either directly or indirectly to the Department of Agriculture, or which may be of general interest to the employees thereof.

The attention of officials and employees of the Department of Agriculture is invited to the following provisions of a general nature which are included in the several acts indicated:

ACT TO PUNISH ACTS OF INTERFERENCE WITH THE FOREIGN RELATIONS, THE NEUTRALITY, AND THE FOREIGN COMMERCE OF THE UNITED STATES, TO PUNISH ESPIONAGE, AND BETTER TO ENFORCE THE CRIMINAL LAWS OF THE UNITED STATES, APPROVED JUNE 15, 1917, PUBLIC NO. 24.

COUNTERFEITING GOVERNMENT SEAL.

Section 1. Whoever shall fraudulently or wrongfully affix or impress the seal of any executive department, or of any bureau, commission, or office of the United States, to or upon any certificate, instrument, commission, document, or paper of any description; or whoever, with knowledge of its fraudulent character, shall with wrongful or fraudulent intent use, buy, procure, sell, or transfer to another any such certificate, instrument, commission, document, or paper, to which or upon which said seal has been so fraudulently affixed or impressed, shall be fined not more than \$5,000 or imprisoned not more than five years, or both.

Section 2. Whoever shall falsely make, forge, counterfeit, mutilate, or alter, or cause or procure to be made, forged, counterfeited, mutilated, or altered, or shall willingly assist in falsely making, forging, counterfeiting, mutilating, or altering, the seal of any executive department, or any bureau, commission, or office of the United States, or whoever shall knowingly use, affix, or impress any such fraudulently made, forged, counterfeited, mutilated, or altered seal to or

Dear Sir,

Yours faithfully,

Yours faithfully,

Yours faithfully,

I have the pleasure to inform you that the same has been received.

I have the pleasure to inform you that the same has been received.

I have the pleasure to inform you that the same has been received.

I have the pleasure to inform you that the same has been received.

I have the pleasure to inform you that the same has been received.

I have the pleasure to inform you that the same has been received.

I have the pleasure to inform you that the same has been received.

upon any certificate, instrument, commission, document, or paper, of any description, or whoever with wrongful or fraudulent intent shall have possession of any such falsely made, forged, counterfeited, mutilated, or altered seal, knowing the same to have been so falsely made, forged, counterfeited, mutilated, or altered, shall be fined not more than \$5,000 or imprisoned not more than ten years, or both. (Page 12.)

ACT MAKING APPROPRIATIONS FOR THE CONSTRUCTION, REPAIR, AND PRESERVATION OF CERTAIN PUBLIC WORKS ON RIVERS AND HARBORS, APPROVED AUGUST 8, 1917, PUBLIC NO. 37.

WATERWAYS COMMISSION.

Section 18. That a commission, to be known as the Waterways Commission, consisting of seven members to be appointed by the President of the United States, at least one of whom shall be chosen from the active or retired list of the Engineers Corps of the Army, at least one of whom shall be an expert hydraulic engineer from civil life, and the remaining five of whom may each be selected either from civil life or the public service, is hereby created and authorized, under such rules and regulations as the President may prescribe, and subject to the approval of the heads of the several executive departments concerned, to bring into coordination and cooperation the engineering, scientific, and constructive services, bureaus, boards, and commissions of the several governmental departments of the United States and commissions created by Congress that relate to study, development, or control of waterways and water resources and subjects related thereto, or to the development and regulation of interstate and foreign commerce, with a view to uniting such services in investigating, with respect to all watersheds in the United States, questions relating to the development, improvement, regulation, and control of navigation as a part of interstate and foreign commerce, including therein the related questions of irrigation, drainage, forestry, arid and swamp land reclamation, clarification of streams, regulation of flow, control of floods, utilization of water power, prevention of soil erosion and waste, storage, and conservation of water for agricultural, industrial, municipal, and domestic uses, cooperation of railways and waterways, and promotion of terminal and transfer facilities, to secure the necessary data, and to formulate and report to Congress, as early as practicable, a comprehensive plan or plans for the development of waterways and the water resources of the United States for the purposes of navigation and for every useful purpose, and recommendations for the modification or discontinuance of any project herein or heretofore adopted. Any member appointed from the retired list shall receive the same pay and allowances as he would if on the active list, and no member selected from the public service shall receive additional compensation for services on said commission, and members selected from civil life shall receive compensation of \$7,500 per annum.

In all matters done, or to be done, under this section relating to any of the subjects, investigations, or questions to be considered hereunder, and in formulating plans, and in the preparation of a report or reports, as herein provided, consideration shall be given to all matters which are to be undertaken, either independently by the United States or by cooperation between the United States and the several States, political subdivisions thereof, municipalities, communities, corporations, and individuals within the jurisdiction, powers, and rights of each, respectively, and with a view to assigning to the United States such portion of such development, promotion, regulation, and control as may be undertaken by the United States, and

to the States, political subdivisions thereof, municipalities, communities, corporations, and individuals such portions as belong to their respective jurisdictions, rights, and interests.

The commission is authorized to employ, or retain, and fix the compensation for the services of such engineers, transportation experts, experts in water development and utilization, and constructors of eminence as it may deem necessary to make such investigations and to carry out the purposes of this section. And in order to defray the expenses made necessary by the provisions of this section there is hereby authorized to be appropriated such sums as Congress may hereafter determine, and the sum of \$100,000 is hereby appropriated, available until expended, to be paid out upon warrants drawn on the Secretary of the Treasury by the chairman of said commission.

The commission shall have power to make every expenditure requisite for and incident to its authorized work, and to employ in the District of Columbia and in the field such clerical, legal, engineering, artistic, and expert services as it may deem advisable, including the payment of per diem in lieu of subsistence for employees engaged in field work or traveling on official business, rent of offices in the District of Columbia and in the field, and the purchase of books, maps, and office equipment. (Pages 21-22.)

ACT TO PROVIDE FURTHER FOR THE NATIONAL SECURITY AND DEFENSE BY STIMULATING AGRICULTURE AND FACILITATING THE DISTRIBUTION OF AGRICULTURAL PRODUCTS, APPROVED AUGUST 10, 1917, PUBLIC NO. 40.

GENERAL PROVISIONS.

This act authorizes the Secretary of Agriculture, with the approval of the President, to investigate and ascertain the demand for, the supply, consumption, costs, and prices of, and the basic facts relating to the ownership, production, transportation, manufacture, storage and distribution of, foods, food materials, feeds, seeds, fertilizers, agricultural implements and machinery, and any article required in connection with the production, distribution, or utilization of food.

APPROPRIATIONS.

The act appropriates a total of \$11,346,400, available immediately and until June 30, 1918, as follows:

For the prevention, control, and eradication of the diseases and pests of live stock; the enlargement of live-stock production; and the conservation and utilization of meat, poultry, dairy, and other animal products, \$885,000.

For procuring, storing, and furnishing seeds, as authorized by section three of this Act, \$2,500,000, and this fund may be used as a revolving fund until June thirtieth, nineteen hundred and eighteen.

For the prevention, control, and eradication of insects and plant diseases injurious to agriculture, and the conservation and utilization of plant products, \$441,000.

For increasing food production and eliminating waste and promoting conservation of food by educational and demonstrational methods, through county, district, and urban agents and others, \$4,348,400.

For gathering authoritative information in connection with the demand for, and the production, supply, distribution, and utilization of food, and otherwise carrying out the purpose of section two of this Act; extending and enlarging the market news service; and preventing waste of food in storage, in transit, or held for sale; advise concerning the market movement or distribution of perishable products; for enabling the Secretary of Agriculture to investigate and certify to shippers the condition as to soundness of fruits, vegetables, and other food products, when received at such important central markets as the Secretary of Agriculture may from time to time designate and under such rules and regulations as he may prescribe: Provided, That certificates issued by the authorized agents of the department shall be received in all courts as prima facie evidence of the truth of the statements therein contained; and otherwise carrying out the purposes of this Act, \$2,522,000: Provided further, That the Secretary of Agriculture shall, so far as practicable, engage the services of women for the work herein provided for.

For miscellaneous items, including the salaries of Assistant Secretaries appointed under this Act; special work in crop estimating; aiding agencies in the various States in supplying farm labor; enlarging the informational work of the Department of Agriculture; and printing and distributing emergency leaflets, posters, and other publications requiring quick issue or large editions, \$650,000. (Page 2.)

ACT TO PROVIDE FURTHER FOR THE NATIONAL SECURITY AND DEFENSE BY ENCOURAGING THE PRODUCTION, CONSERVING THE SUPPLY, AND CONTROLLING THE DISTRIBUTION OF FOOD PRODUCTS AND FUEL, APPROVED AUGUST 10, 1917, PUBLIC NO. 41.

The purposes of this Act in general are to assure an adequate supply and equitable distribution, and to facilitate the movement, of foods, feeds, fuel including fuel oil and natural gas, and fertilizer and fertilizer ingredients, tools, utensils, implements, machinery, and equipment required for the actual production of foods, feeds, and fuel, hereafter in this Act called necessities; to prevent, locally or generally, scarcity, monopolization, hoarding, injurious speculation, manipulations, and private controls, affecting such supply, distribution, and movement; and to establish and maintain governmental control of such necessities during the war.

The following provision contained therein pertains directly to the work of this Department and is therefore promulgated:

Section 27. That the President is authorized to procure, or aid in procuring, such stocks of nitrate of soda as he may determine to be necessary, and find available, for increasing agricultural production during the calendar years nineteen hundred and seventeen and eighteen, and to dispose of the same for cash at cost, including all expenses connected therewith. For carrying out the purposes of this section, there is hereby appropriated, out of any moneys in the Treasury not otherwise appropriated, available immediately and until expended, the sum of \$10,000,000, or so much thereof as may be necessary, and the President is authorized to make such regulations, and to use such means and agencies of the Government, as, in his discretion, he may deem best. The proceeds arising from the disposition of the nitrate of soda shall go into the Treasury as miscellaneous receipts. (Page 13.)

ACT TO AUTHORIZE EXPLORATION FOR AND DISPOSITION OF POTASSIUM, APPROVED OCTOBER 2, 1917, PUBLIC NO. 49.

This Act authorizes and directs the Secretary of the Interior to issue to any applicant who is a citizen of the United States, an association of such citizens, or a corporation organized under the laws of any State, or Territory, a prospecting permit, covering not to exceed 2,560 acres of land in reasonably compact form, which shall give the exclusive right, for a period not exceeding two years, to prospect for chlorides, sulphates, carbonates, borates, silicates, or nitrates of potassium on public lands of the United States, except lands in and adjacent to Searles Lake, California. It also provides for the issuance of patents to lands, not exceeding one-fourth of the area embraced within prospecting permits, to permittees who have discovered valuable deposits of any of the substances enumerated above, and the leasing to others of the remaining lands embraced within prospecting permits, conditioned upon the payment by the lessee of such royalty as may be specified by the Secretary of the Interior, in addition to rent for the land under lease at nominal rates fixed by Congress.

ACT TO PROVIDE REVENUE TO DEFRAY WAR EXPENSES, AND FOR OTHER PURPOSES, APPROVED OCTOBER 3, 1917, PUBLIC NO. 50.

INCOME TAX.

The attention of all employees of the department is directed to the provisions of this Act relating to incomes, as all incomes in excess of \$1,000 per annum, subject to certain exemptions, will be taxed for the entire calendar year 1917. The disbursing clerk and fiscal agents of the Department will no longer withhold the amount of tax as this Act requires that returns be made by the employees concerned directly to the nearest Collector of Internal Revenue on or before the first day of March, 1918, and annually thereafter.

FACILITIES FURNISHED BY PUBLIC UTILITIES.

While Section 500 of this Act imposes a tax on freight and express shipments; railroad fares; amounts paid for seats, berths, and staterooms in parlor cars, sleeping cars and vessels; and telegraph, telephone, or radio dispatches, messages, or conversations, Section 502 specifically provides that no tax shall be imposed under Section 500 upon any payment received for services rendered to the United States, or any State, Territory, or the District of Columbia.

BONDS, INDEMNITY AND SURETY.

Bonds for indemnifying any person, corporation, partnership, or corporation who shall have become bound or engaged as surety, and all bonds for the due execution or performance of any contract, obligation, or requirement, or the duties of any office or position, and to account for money received by virtue thereof, and all other bonds of any description, except such as may be required in legal proceedings, not otherwise provided for in this schedule, 50 cents: Provided, that where a premium is charged for the execution of such bond the tax shall be paid at the rate of one per centum on each dollar or fractional part thereof of the premium charged; Provided further, That policies of reinsurance shall be exempt from the tax imposed by this subdivision. (Pages 24-25)

POSTAL RATES.

Section 1100. That the rate of postage on all mail matter of the first class, except postal cards, shall thirty days after the passage of this Act be, in addition to the existing rate, 1 cent for each ounce or fraction thereof: Provided, That the rate of postage on drop letters of the first class shall be 2 cents an ounce or fraction thereof. Postal cards, and private mailing or post cards when complying with the requirements of existing law, shall be transmitted through the mails at 1 cent each in addition to the existing rate.

That letters written and mailed by soldiers, sailors and marines assigned to duty in a foreign country engaged in the present war may be mailed free of postage, subject to such rules and regulations as may be prescribed by the Postmaster General. (Page 31)

ACT MAKING APPROPRIATIONS TO SUPPLY URGENT DEFICIENCIES IN APPROPRIATIONS FOR THE FISCAL YEAR ENDING JUNE 30, 1918, AND PRIOR FISCAL YEARS, ON ACCOUNT OF WAR EXPENSES, AND FOR OTHER PURPOSES, APPROVED OCTOBER 6, 1917, PUBLIC NO.64.

MILITARY SURVEYS AND MAPS.

For the execution of topographic or other surveys, the securing of such extra topographic data as may be required, and the preparation and printing of maps required for military purposes, \$500,000: Provided, That the Secretary of War is authorized to secure the assistance, wherever practicable, of the United States Geological Survey, the Coast and Geodetic Survey, or other mapping agencies of the Government in this work, and to allot funds therefor to them from this appropriation. (Page 24).

PROTECTION OF LANDS INVOLVED IN OREGON AND CALIFORNIA RAILROAD FORFEITURE SUIT.

The appropriation of \$25,000 for the protection of lands involved in the Oregon and California forfeiture suit, contained in the sundry civil appropria-

tion Act for the fiscal year nineteen hundred and eighteen, is also made available for the protection of the lands known as the Coos Bay Wagon Road lands involved in the case of Southern Oregon Company versus United States, together with the additional sum of \$10,000. (Pages 31-32)

PAYMENT OF RENT IN THE DISTRICT OF COLUMBIA FROM APPROPRIATION FOR
STIMULATING AGRICULTURE AND FACILITATING THE DISTRIBUTION OF AGRICULTURAL PRODUCTS.

The appropriation of \$650,000 for miscellaneous items, contained in section eight of the Act entitled, "An Act to provide further for the national security and defense by stimulating agriculture and facilitating the distribution of agricultural products," approved August tenth, nineteen hundred and seventeen is made available for rent in the District of Columbia to the extent of not exceeding \$15,000. (Page 34.)

SUPPRESSING SPREAD OF PINK BOLL WORM OF COTTON.

On account of the menace to cotton culture in the United States arising from the existence of the pink bollworm in Mexico, the Secretary of Agriculture, in order to prevent the establishment and spread of such worm in Texas and other parts of the United States, is authorized to make surveys to determine its actual distribution in Mexico; to establish, in cooperation with the States concerned, a zone or zones free from cotton culture on or near the border of any State or States adjacent to Mexico; and to cooperate with the Mexican Government or local Mexican authorities in the extermination of local infestations near the border of the United States. For rent outside of the District of Columbia, and for the employment of such persons in the city of Washington and elsewhere, as the Secretary of Agriculture may deem necessary, \$250,000. (Page 34.)

TRANSFER OF EMPLOYEES FROM EXECUTIVE DEPARTMENTS TO INDEPENDENT ESTABLISHMENTS AND VICE VERSA PROHIBITED.

Section 6. That section five of the Act of June twenty-second, nineteen hundred and six, prohibiting the transfer of employees from one executive department to another, shall apply with equal force and effect to the transfer of employees from executive departments to independent establishments and vice versa and to the transfer of employees from one independent establishment to another: Provided, That the United States Shipping Board Emergency Fleet Corporation shall be considered a Government establishment for the purposes of this section. (Page 44.)

TRANSFER OF EMPLOYEES FROM ONE DEPARTMENT TO ANOTHER AT AN INCREASED RATE OF COMPENSATION PROHIBITED.

Section 7. That no civil employee in any of the executive departments or other Government establishments, or who has been employed therein within the period of one year next preceding his proposed employment in any other executive department or other Government establishment, shall be employed hereafter and paid from a lump-sum appropriation in any other executive department or other Government establishment at an increased rate of compensation. And no civil employee in any of the executive departments or other Government establishments or who has been employed therein within the period of one year next preceding his proposed employment in any other executive department or other Government establishment and who may be employed in another executive department or other Government establishment shall be granted an increase in compensation within the period of one year following such reemployment: Provided, That the United States Shipping Board Emergency Fleet Corporation shall be considered a Government establishment for the purposes of this section: Provided further, That this section shall not be construed to repeal section five of the Act of June twenty-second, nineteen hundred and six, which prohibits the transfer of employees from one department to another. (Page 44.)

INCREASED COMPENSATION TO EMPLOYEES ENGAGED IN PIECEWORK.

Section 8. That in determining the right of employees to increased compensation as heretofore authorized by law at rates of five and ten per centum per annum for the fiscal year nineteen hundred and eighteen, such employees as are employed on piecework, by the hour, or at per diem rates, shall be entitled to receive,

from July first, nineteen hundred and seventeen, to June thirtieth, nineteen hundred and eighteen, inclusive, the increased compensation at the rate of ten per centum when the fixed rate of compensation for the regular working hours and on the basis of three hundred and twelve days in said year would amount to less than \$1,200, and at the rate of five per centum when not less than \$1,200 and not more than \$1,800: Provided, That this method of computation shall not apply to any per diem employees regularly paid a per diem for every day in the year. (Pages 44-45.)

A handwritten signature in dark ink, appearing to read "D. J. McIntire". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Secretary of Agriculture.

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the Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON

March 27, 1917.

MEMORANDUM NO. 194.

Committee on Motion Picture Activities.

In order that Mr. George W. Wharton may devote his entire time to the work of the Office of Information, which recently has been greatly increased, it has been decided to relieve him from the chairmanship of the Committee on Motion Picture Activities. It has been decided at the same time to reorganize the committee, which hereafter will be composed of the following members:

Mr. W. C. Henderson, Bureau of Biological Survey, Chairman.
Mr. David Fairchild, Bureau of Plant Industry.
Mr. B. H. Rawl, Bureau of Animal Industry.
Mr. D. S. Murph, Office of Markets and Rural Organization.
Mr. W. H. Beal, States Relations Service.
Mr. Don Carlos Ellis, Forest Service.
Mr. Jules L. Goldberg, Office of Public Roads and Rural Engineering.

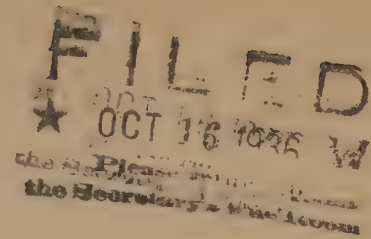
The existing regulations regarding the motion picture work of the Department will continue in effect until further order. The Committee will exercise general supervision over the motion picture activities of the Department, review scenarios submitted by the various bureaus, division, and offices, and, from time to time, make such recommendations to the Secretary as may seem advisable. The Committee will proceed immediately to formulate definite plans

for the development of the motion picture work and present to the Secretary, at the earliest possible moment, a draft of proposed rules and regulations governing the sale, rental, or loan of films in accordance with the provision contained in the Agricultural Appropriation Act for 1918.

Under the general direction of the Committee, the Section of Illustrations of the Division of Publications will continue to take and develop all motion pictures for the Department.

J. J. Houston,

Secretary.



DEPARTMENT OF AGRICULTURE
WASHINGTON

March 28, 1917.

MEMORANDUM NO. 195.

Cooperation with Agricultural Colleges in
Extension Work.

Following the passage of the Cooperative Agricultural Extension Act of May 8, 1914, the Department entered into agreements with the State agricultural colleges receiving the benefits of the Act to conduct its extension work in cooperation with the colleges. It is therefore expected that all employees of the Department operating in the several States will cooperate cordially with these colleges in such work and will not do any extension work either individually or in connection with other State or local organizations without first consulting the Extension Director at the College or getting authority from the Department for such work.

Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON

March 23, 1917.

MEMORANDUM NO. 189.

Cooperation with Agricultural Colleges in
Extension Work.

Following the passage of the ^{Cooperative} Agricultural Extension Act, ^{May 8, 1914}
the Department ~~has~~ entered into agreements with the State agricultural colleges receiving the benefits of the Act to conduct its extension work in cooperation with the colleges. It is therefore expected that all employees of the Department operating in the several States will cooperate cordially with these colleges in such work and will not do any extension work either individually or in connection with other State or local organizations without first consulting the Extension Director at the College or getting authority from the Department for such work.

Secretary.

United States Department of Agriculture,
Bureau of Plant Industry,

F

Office of Chief of Bureau.

Washington, D. C., March 19, 1917.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

With reference to the draft of a proposed memorandum, "Cooperation with Agricultural Colleges in Extension Work", it appears to me that if it is considered necessary to issue such a memorandum there should be a definite exception noted to the statement in the first sentence regarding the scope of the agreement with the State agricultural colleges, which, as stated by the Secretary in his letter of January 27 to President W. O. Thompson, does not cover the demonstration work on Government reclamation projects to encourage and aid in the agricultural development of these projects. The remainder of the draft of the memorandum outlines what is generally understood throughout the Department to be the approved method of conducting extension work in the several States which it may be well to more clearly express in a memorandum which could be furnish to every field worker in the Department.

The characterization of extension work contained in the last sentence of the draft, however, would, if adhered to, prohibit even the answering of an oral or written request by a farmer for information re-

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measurements of average particle size of the oil-soluble polymer particles.

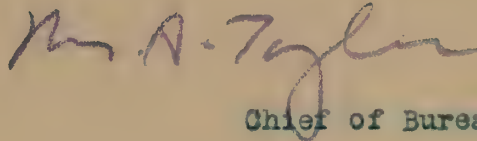
1. *Methodology* and *AI* (page 11) *AI* means AI related to the subject.

1984; 1985) is consistent with evidence by other authors (e.g. Berman and

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lating to agriculture. It would be destructively restrictive with reference to the dissemination of information resulting from Department investigations as its inevitable ultimate effect would be to reduce communication between Department workers and farmers to such formal papers and addresses as could be covered by formal agreement with the directors of extension work in the States. It appears to me that inasmuch as the features apparently intended to be covered by the last sentence are already covered by Memorandum No. 179 regarding attendance at meetings by employees of the Department that that sentence is unnecessary and I would suggest that it be eliminated.

Very truly yours,


Chief of Bureau.

Enclosure.

The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, and the Bureau of Reclamation, and is being furnished to you for your information.

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used to train

• 671.20 JONE

UNITED STATES DEPARTMENT OF AGRICULTURE,
STATES RELATIONS SERVICE,
WASHINGTON, D. C. Wn.

February 17, 1917.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

Referring to our recent conversation regarding the advisability of preparing a memorandum on our cooperation with the agricultural colleges in extension work to be sent to all the Department employees in the States or at Washington who are likely to have anything to do with extension work, the information which comes from the colleges leads me to believe that there are still many of the Department employees operating in the States who do not understand the Secretary's policy with reference to extension work, and therefore are not in right relations with the colleges. An example of this is shown in a recent letter from Director Hetzel of Oregon, a copy of which is enclosed.

I enclose a tentative draft for a memorandum on this subject which may serve to show what I have in mind.

Very truly yours,



Director.

Enclosures.

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
State of Oregon

Corvallis, Oregon
January 31, 1917.

Mr. C. B. Smith
States Relations Service
U. S. Department of Agriculture,
Washington, D. C.

My dear Mr. Smith:

Will it not be possible to have the various representatives of the Bureaus and Offices of the Department of Agriculture, who come into the State to do Extension Work, advised of the fact that they are expected to cooperate with the Extension Service in this State, and work under the administrative direction of this office? Our experience is, that these men come to the State, apparently without any understanding of this fact. It is somewhat embarrassing to us to have to explain to these representatives that we have something to say about what they are going to do while they are in the State. While most of them have willingly subscribed to our arrangements, there has generally been an attitude on their part of doing us a marked favor, which it was not at all obligatory for them to do. Most of them have indicated to us that they never have heard of such a thing as the cooperative arrangement which is supposed to exist between the Department of Agriculture and this Institution relative to Extension work.

I realize, of course, that the adjustment within the Department, is a big task, but it would seem that representatives of the Department ought to be advised by this time, that there is some

COOPERATIVE EXTENSION

Corvallis, Oregon
January 31, 1917.

Mr. H. B. Smith,
States Relations Service
U. S. Department of Agriculture,
Washington, D. C.

My dear Mr. Smith:

Will it not be possible to have the various representatives

of the Bureau and Offices of the Department of Agriculture, who

come into the State to do Extension Work, advised of the fact

that they are expected to cooperate with the Extension Service in

this State, and work under the administrative direction of this

office? Our experience is, that these men come to the State, ap-

parently without any understanding of this fact. It is somewhat

embarrassing to us to have to explain to these representatives

that we have something to say about what they are going to do while

they are in the State. While most of them have willingly subscrib-

ed to our arrangements, there has generally been an attitude on their

part of doing us a marked favor, which it was not at all obligatory

for them to do. Most of them have indicated to us that they never

thought of doing so.

I realize, of course, that the adjustment within the Depart-

ment, is a big task, but it would seem that representatives of the

Department ought to be advised by this time, that there is some

type of special arrangement for cooperative work in the various states.

I presume that the understanding which exists between the various Bureau Chiefs, has not percolated down through the organization far enough to reach all of the men who are out in the field service.

Trusting that you can help us in this matter, I am,

Yours respectfully,

EXTENSION SERVICE
(Sgd) R. D. Hetzel

Director.

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February 17, 1917.

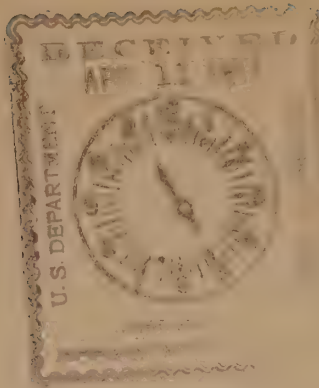
M E M O R A N D U M .

COOPERATION WITH AGRICULTURAL COLLEGES IN
EXTENSION WORK.

Following the passage of the Agricultural Extension work,
The Department has entered into ~~an~~ agreements with the State
agricultural colleges receiving the benefits of the Cooperative Agri-
cultural Extension Act of May 8, 1914, to ^{conduct} ~~do~~ all its extension work
in cooperation with ^{the} ~~these~~ colleges. It is therefore expected that
all employees of the Department operating in the several States will
cooperate cordially with these colleges in such work and will not do
any extension work either individually or in connection with other
State or local organizations without first consulting the Extension
Director at the College or getting authority from the Department for
such work. ~~Extension work includes attendance and addresses at meet-~~
~~ings, demonstrations and lectures at farmers' institutes, short courses~~
~~or schools, and in general the dissemination of information for education-~~
~~al purposes.~~

Secretary.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

April 4, 1917.

MEMORANDUM NO. 196.

Advisory Committee on Finance and Business Methods.

Mr. C. H. Harding, of the Office of the Solicitor, is hereby appointed a member of the Advisory Committee on Finance and Business Methods, vice Mr. W. L. Shuck. Mr. Harding will attend the meetings of the Committee, upon notification from the chairman or acting chairman, only when matters involving legal questions are under consideration.

The full membership of the Committee hereafter will be as follows:

Mr. Leon M. Estabrook, Chairman,
Mr. A. Zappone,
Mr. R. M. Reese,
Mr. Alex. McC. Ashley,
Mr. C. H. Harding.

J. J. Austin,

Secretary.

Office of the Secretary.

March 31, 1917.

MEMORANDUM NO. 196.

Advisory Committee on Finance and Business Methods.

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Mr. Leon M. Estabrook, Chairman,

Mr. A. Zappone,

Mr. R. M. Reese,

Mr. Alex. McC. Ashley,

Mr. C. H. Harding.

Secretary.

March 11, 1917

MEMORANDUM FOR THE SECRETARY

RE: THE PROPOSED CHANGES IN THE ORGANIZATION OF THE BUREAU OF THE SECRETARY

The following is a summary of the proposed changes in the organization of the Bureau of the Secretary, as submitted by the Bureau of the Secretary, and as approved by the Board of Directors, on March 11, 1917. The proposed changes are as follows:

1. The Bureau of the Secretary shall be divided into three divisions:

a. The Division of Administration

b. The Division of Finance

c. The Division of General Services

2. The Division of Administration shall be headed by the Secretary, and shall be responsible for the general management of the Bureau.

Very respectfully,
The Secretary

DEPARTMENT OF AGRICULTURE,
WASHINGTON, D. C.,
OFFICE OF ASSISTANT SECRETARY.

November 1, 1913.

MEMORANDUM 50.

Advisory Committee on Finance.

For the purpose of advising the Secretary as to methods of improving the handling of the fiscal affairs of the Department, with a view to promoting efficiency in this direction, and to suggest plans for the preparation of programs of work, projects and budgets, for presentation to the committees of Congress when necessary, the following advisory committee on finance is hereby appointed:

Mr. Leon M. Estabrook, Chairman,

a. J. Johnson
~~Prof. Milton Whitney,~~

Reese
Mr. Alex. McC. Ashley,

Harden's
~~Mr. W. F. Callander,~~

~~Mr. R. H. Reese.~~

This committee will receive at all times suggestions looking to the improvement of the method of handling the financial affairs of the Department. It will report directly to the Assistant Secretary.

B. A. Gessway

Assistant Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

March 9, 1914.

MEMORANDUM NO. 78.

Advisory Committee on Finance and Business Methods.

The title of the Committee appointed by Memorandum No. 50, dated November 1, 1913, and Memorandum No. 60, dated January 16, 1914, is hereby changed to "Advisory Committee on Finance and Business Methods." There will be no change in the personnel of the Committee as set forth in the memoranda referred to.

In addition to the duties outlined in Memorandum No. 50, the Committee will hereafter consider questions relating to business methods and procedure which may arise from time to time or which may be referred to it by the Secretary or Assistant Secretary.

A. P. Gueloway.

Acting Secretary.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

January 16, 1914.

MEMORANDUM NO. 60.

Additional Members of Advisory Committee on Finance.

The following have been designated as additional members of the Advisory Committee on Finance appointed by Memorandum No. 50, dated November 1, 1913:

Mr. A. Zappone, Chief, Division of Accounts.

~~Mr. W. L. Shuck, Assistant Secretary's Office.~~

~~Mr. E. H. Bradley, Assistant Secretary's Office.~~
(advisory member).

Mr. W. F. Callander will hereafter serve as an advisory member of the Committee. On account of the press of other duties and the fact that he will be away from Washington for some weeks, he will be unable to regularly attend the Committee meetings. He has, therefore, been designated as an advisory member in order that he might attend the meetings as opportunity offers.

B. P. Greenway

Acting Secretary.

Vol. 41, No. 10, May 1, 1929

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THE JOURNAL OF THE AMERICAN MEDICAL ASSOCIATION

535 N. Dearborn St., Chicago 10, Ill.

Subscription Office

Subscription Price, \$5.00 per Annum in Advance

Single Copies, 15 Cents

Entered as Second-Class Matter, May 26, 1917

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Postmaster: Send address changes in this journal to The Journal of the American Medical Association, 535 N. Dearborn St., Chicago 10, Ill.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

April 6, 1917.

MEMORANDUM NO. 197.

Waiving of Civil Service Rules in Specific Cases Incident
to Military Service and Public Exigency.

The following Executive Orders by the President are quoted
for your information:

NO. 2547. MARCH 21, 1917.

In reinstatements and transfers under the Civil Service rules the Civil Service Commission may, when not inconsistent with existing laws, disregard the period during which the employee was in the military service under the President's call of June 18, 1916.

NO. 2560, MARCH 26, 1917.

When the Civil Service Commission decides that, because of a public exigency, there is need of the immediate filling of a position for which there is no suitable eligible, the Commission may authorize the filling of such position by the appointment of a person shown to be qualified by such non-competitive tests of fitness as the Commission may prescribe.

Each case will be considered on its merits and under existing regulations requiring prior approval of the Secretary and the Civil Service Commission.

With reference to No. 2560 the Commission says:

This order was deemed necessary in the present exigency growing out of the international situation to enable the departments to obtain employees with unusual qualifications without the delays ordinarily incident to the holding of competitive examinations to obtain eligibles. It will enable the Commission

to make such occasional necessary exceptions to competition as it would recommend to the President at the request of a department, and the operation of the order will be confined to such cases. Under the order with the authority of the Commission previously obtained appointees may be assigned to duty immediately subject to meeting the tests prescribed by the Commission.

D. A. Houston

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

April 3, 1917.

MEMORANDUM NO. _____

The following executive orders by the President are quoted
for your information:

No. 2547, March 21, 1917.

In reinstatements and transfers under the civil service rules the Civil Service Commission may, when not inconsistent with existing laws, disregard the period during which the employee was in the military service under the President's call of June 18, 1916.

No. 2560, March 26, 1917.

When the Civil Service Commission decides that, because of a public exigency, there is need of the immediate filling of a position for which there is no suitable eligible, the Commission may authorize the filling of such position by the appointment of a person shown to be qualified by such non-competitive tests of fitness as the Commission may prescribe.

Each case arising under either of these orders should be handled on its individual merits and only after consultation with the Appointment Clerk of the Department.

Secretary.

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

April 2, 1917.

The Honorable,

The Secretary of Agriculture.

Sir:

The Commission has the honor to enclose a copy of an Executive order promulgated March 26, 1917, authorizing the Commission in a public exigency to permit the filling of a position for which there is no suitable eligible by the appointment of a person shown to be qualified upon such noncompetitive tests of fitness as the Commission may prescribe.

This order was deemed necessary in the present exigency growing out of the international situation to enable the departments to obtain employees with unusual qualifications without the delays ordinarily incident to the holding of competitive examinations to obtain eligibles. It will enable the Commission to make such occasional necessary exceptions to competition as it would recommend to the President at the request of a department, and the operation of the order will be confined to such cases. Under the order with the authority of the Commission previously obtained appointees may be assigned to duty immediately subject to meeting the tests prescribed by the Commission.

By direction of the Commission:

Very respectfully,

(Signed) John A. McIlhenny,

President.

April 1, 1914.

The Secretary of Agriculture.

Sir:

The Commission has the honor to enclose a copy of an Executive

order of the President, dated April 1, 1914, which directs the Commission to permit the filling of a position for which there is no suitable candidate to be filled by a person who is qualified to perform the duties of the position as the Commission may prescribe.

This order was deemed necessary in the present exigency growing

out of the international situation in which the Commission is placed.

It is the policy of the Commission to have the highest quality of

personnel in its service and to maintain the highest standards of efficiency.

It will enable the Commission to make such occasional necessary excep-

tions to competition as it would recommend to the President at the re-

quest of a department, and the Commission will be enabled

to meet the tests prescribed by the Commission.

By direction of the Commission:

Very respectfully,

(Signed) John A. McIlhenny,

President.

EXECUTIVE ORDER.

When the Civil Service Commission decides that, because of a public exigency, there is need of the immediate filling of a position for which there is no suitable eligible, the Commission may authorize the filling of such position by the appointment of a person shown to be qualified by such noncompetitive tests of fitness as the Commission may prescribe.

WOODROW WILSON.

The White House,

26 March 1917.

ARTICLE IV

From the first session of the Commission, the Commission shall have the right to call upon the Government of the United States for such information and assistance as it may require in the performance of its duties. The Commission shall also have the right to call upon the Government of the United States for such information and assistance as it may require in the performance of its duties. The Commission shall also have the right to call upon the Government of the United States for such information and assistance as it may require in the performance of its duties.

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UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

March 29, 1917.

The Honorable,

The Secretary of Agriculture.

Sir:

On March 21, 1917, the President promulgated the following Executive order which the Commission has the honor to quote in full for the information of the Department:

In reinstatements and transfers under the civil service rules the Civil Service commission may, when not inconsistent with existing laws, disregard the period during which the employee was in the military service under the President's call of June 18, 1916.

By direction of the Commission:

Very respectfully,

(Signed) John A. McIlhenny,
President.

March 22, 1914.

The Honorable,

The Senate of the United States.

Sir:

On March 21, 1914, the President and the Senate
executive order which the Commission is now to report to you.

For the information of the Senate:

In the Commission's report to the President
on the subject of the Civil Service Com-
mission, when not inconsistent with exist-
ing laws, disregard the period during which the
employee was in the military service under the
President's call of June 18, 1916.

By direction of the Commission:

Very respectfully,
The Commission

(Signed) John A. McIlhenny,

President.

EXECUTIVE ORDER

In reinstatements and transfers under the civil service rules the Civil Service Commission may, when not inconsistent with existing laws, disregard the period during which the employee was in the military service under the President's call of June 18, 1916.

WOODROW WILSON

The White House,

21 March 1917.

(No. 2547.)

REINSTATEMENT

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18, 1916.

W. H. H. H.

The White House,

Washington, D. C.

(No. 3847.)

EXECUTIVE ORDER

When the Civil Service Commission decides that, because of a public exigency, there is need of the immediate filling of a position for which there is no suitable eligible, the Commission may authorize the filling of such position by the appointment of a person shown to be qualified by such noncompetitive tests of fitness as the Commission may prescribe.

WOODROW WILSON

The White House,

26 March, 1917.

(No. 2560.)

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(No. 251)

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the Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON

April 20, 1917.

MEMORANDUM NO. 198.

Delay in Reporting on Civil Service Certificates.

Attention of the Chiefs of Bureaus, Offices, and Divisions is called to Memorandum No. 100, dated July 31, 1914, relating to the delay in reporting upon Civil Service certificates. Considerable inconvenience is being experienced in the Department owing to the failure on the part of persons making selections from the certificates to promptly report action thereon. Under the Civil Service Rules the Department is regarded as a unit, each eligible being allowed three certifications to each of the Executive Departments, thus making it necessary to couple the certificates. Prompt action, therefore, is imperative on Civil Service certificates for all clerical and sub-clerical positions. The proper discharge of the business of the Department relating to personnel matters requires that every effort be made to expedite action on the certificates.

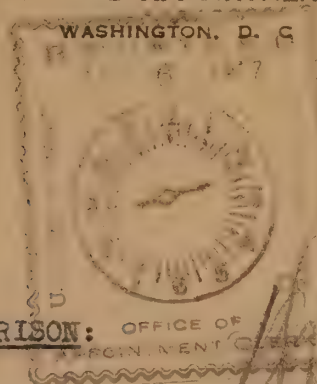
J. S. H. Met m.
Secretary.

11. 11. 1917

1. The first part of the report deals with the general situation of the country and the progress of the war. It is a very interesting and informative account of the events of the last few years.

2. The second part of the report deals with the economic situation of the country. It is a very interesting and informative account of the events of the last few years.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE APPOINTMENT CLERK



April 4, 1917. *You see*

MEMORANDUM FOR MR. HARRISON:

OFFICE OF
APPOINTMENT CLERK

The difficulties related in the attached memorandum do not represent a normal or ordinary condition of affairs. During the period referred to a dearth of eligibles existed and the demands of the Department on the Commission were unusually heavy. The Commission regards each Department as a separate unit and the rules require the certification of each eligible three times to each of the Government establishments. For some time past we have been unable to get the prompt returns from the Commission owing to the fact that preference has been given to the business of the War and Navy Departments.

This condition would be relieved to some extent if more prompt action was taken by the Bureaus on clerical certificates. On July 31, 1914, Memorandum No. 100 was issued in regard to delays in reporting on Civil Service Certificates. I would suggest the issuance of another memorandum calling attention to this matter.

In this connection I would state that in the War Department the preliminary inquiries concerning eligibles certified by the Commission to clerical positions have recently been made by the

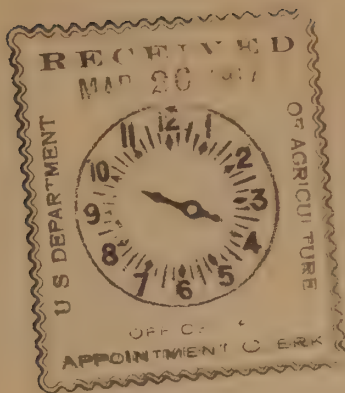
Appointment Clerk of that Department, who forwards the acceptances to the Chiefs of Bureaus who made selection and recommendation for appointment.

Very truly yours,

A handwritten signature in cursive script, reading "R. W. Roberts", followed by a long horizontal flourish line extending to the right.

Appointment Clerk.

UNITED STATES DEPARTMENT OF AGRICULTURE,
STATES RELATIONS SERVICE,
WASHINGTON, D. C.



Robert Is there any difficulty we are now these
March 24, 1917.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

Dr. Langworthy has asked me to relate to you a remarkable experience we have had recently in attempting to fill vacancies for stenographers and typewriters. It is a long story.

In the first place, we called for a certificate on February 1. On February 16, after awaiting action from other bureaus connected with our certificate, we returned it with the following statement:

"Mrs. B. B. Moore, the first candidate, is at present employed in this Service at a salary of \$900; Mrs. L. T. Burnett has been appointed in the Office of Public Roads; and we are informed that a communication was sent to Miss G. C. Condon by the Bureau of Plant Industry, and that no reply has been received. In view of the fact that we have three vacancies, we would suggest that a new certificate be obtained at the earliest possible date."

As we had three vacancies, the Appointment Clerk tried to obtain for us a certificate of five names not involved with other bureaus. What we received, however, were two papers and a number of names of other candidates on certification to the Forest Service, Public Roads, and Bureau of Plant Industry, which necessitated another long pause before a selection could be made. We finally appointed one candidate from this certificate and returned it with the following statement (February 28):

"The first, second and fourth have been appointed in the Forest Service; the fifth and sixth have declined appointment; and the seventh and eighth

we are informed have been appointed by the Bureau of Plant Industry. As we have one, and possibly two vacancies, still to be filled, additional names are desired."

We waited more than two weeks, but the extra papers requested were not forthcoming.

In connection with the certificate referred to in paragraph 4, not only were we connected with three bureaus, but the Bureau of Chemistry was supposed to consider the two sets of papers we had in case we made no selection, and the Bureau of Animal Industry was unable to get any names or papers because they must await action by all the other bureaus ahead of them.

In response to a request dated March 3 we received on March 16 a certificate dated March 10, on which there were twelve names. Four of these candidates had already been appointed in other bureaus of the Department and one had declined. Four were stated to be under consideration by the Bureau of Plant Industry, which bureau did not make selection, informing us that none of the candidates appeared to be desirable.

Meantime, we asked for a certificate at a salary from \$900 to \$1000, receiving four names. One of these candidates was already employed in our Service; the second candidate was forty-seven years old; and the third refused. While still considering this certificate, we asked for another one at a salary of \$1000, on which we received three of the names previously contained on the certificate at salary from \$900 to \$1000. Finally by disposing of Miss Sampson (already in our Service), we obtained papers of another candidate to whom we have just offered appointment. This is only one of the three vacancies we desired to fill.

In the effort to appoint candidates strictly in accordance with their relative position on the register, the public business is tied up sometimes for weeks or even months. Our experience would seem to indicate that candidates would have a better chance of prompt appointment if they were certified freely in groups of three wherever vacancies existed, even if appointments were not made exactly in order according to relative standing on the register. We were recently told informally that at least one Department had protested against this practice and was no longer subject to it, but I am unable to verify this officially.

Another thing which delays matters both from the standpoint of the Government and the candidate, is the practice of certifying the same names again and again to the same bureau after they have been rejected. Another bureau might appoint such candidates, whereas they serve only to block appointments in bureaus where they have been previously rejected.

As you know, our Department Appointment Clerk makes every effort to facilitate promptness in making appointments as far as this is possible under existing rules of the Commission.

Very truly yours,

C. L. Johnston
Chief Clerk.

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Please return to
the Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON

April 20, 1917.

MEMORANDUM NO. 199.

Data to be Furnished in Making Requests for Certification
or Appointment to Statutory Position of Laborer.

The Civil Service Commission has called the Department's attention to the appointment of Messenger Boys, Gardeners, etc., in the classified service, to the statutory position of Laborer, and requests that in making requisition for certification the statutory designation be specified in each case, in addition to the sub-title or description of the duties to be performed by the appointee. The Chiefs of Bureaus, Offices and Divisions are therefore requested to indicate the statutory title, the sub-title, and the duties in all recommendations for certifications or appointments to the statutory position of Laborer.

D. S. McIntire
Secretary.

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Please refer
to Secretary's Bill Room

DEPARTMENT OF AGRICULTURE
WASHINGTON

April 21, 1917.

MEMORANDUM NO. 200.

Appointment of a Committee on Seed Stocks.

A Committee on Seed Stocks, composed of the following members,
is hereby appointed:

R. A. Oakley, Chairman, Agronomist, Forage Crop Investigations, Bureau of Plant Industry.	
L. M. Estabrook	Chief, Bureau of Crop Estimates.
William A. Wheeler	Specialist in Marketing Seeds, Office of Markets and Rural Organization.
John E. W. Tracy	Assistant Superintendent of testing gar- dens, Bureau of Plant Industry.
William Stuart	Horticulturist, Bureau of Plant Industry.
C. P. Hartley	Physiologist in Charge of Corn Investiga- tions, Bureau of Plant Industry.
A. J. Pieters	Agronomist, Forage Crop Investigations, Bureau of Plant Industry.
C. W. Warburton	Agronomist, Cereal Investigations, Bureau of Plant Industry.

The Committee immediately will take steps to secure full in-
formation regarding available seeds and seed stocks for staple food
crops, including corn, wheat, oats, barley, rye, potatoes, flax, beans,
peas, soy beans, kaffir corns and sorghums, and the needs of special
localities or regions for such seeds. It will also consider questions

relating to the growing and distribution of seed stocks. It will inventory and ascertain the amount and price of seeds available and the probable shortages in particular regions and will advise as to means for meeting such shortages.

The Committee will confer and cooperate with the States Relations Service, the Bureau of Crop Estimates, and such specialists in the Bureau of Plant Industry as may be necessary, and will report directly to the Office of the Secretary.

A. S. Austin
Secretary.

m-

DEPARTMENT OF AGRICULTURE
WASHINGTON

April 22, 1917.

MEMORANDUM NO. 201.

Regarding Alien Enemies Residing in the United States.

The following paragraph in the President's Proclamation of April 6, 1917 (Existence of War--German Empire.) is quoted for your information and guidance:

"All alien enemies are enjoined to preserve the peace towards the United States and to refrain from crime against the public safety, and from violating the laws of the United States and of the States and Territories thereof, and to refrain from actual hostility or giving information, aid or comfort to the enemies of the United States, and to comply strictly with the regulations which are hereby or which may be from time to time promulgated by the President; and so long as they shall conduct themselves in accordance with law, they shall be undisturbed in the peaceful pursuit of their lives and occupations and be accorded the consideration due to all peaceful and law-abiding persons, except so far as restrictions may be necessary for their own protection and for the safety of the United States; and towards such alien enemies as conduct themselves in accordance with law, all citizens of the United States are enjoined to preserve the peace and to treat them with all such friendliness as may be compatible with loyalty and allegiance to the United States."

Examination and Certification by Civil Service Commission of
Persons Already in the Government Employ.

Executive Order No. 2570 of April 2, 1917 is also quoted for your information:

"In view of the present emergency conditions and until further notice, the Civil Service Commission is

directed to refuse examination to any person who is, or who has been within three months of the date of the examination, employed in the Government service, or to certify any such person who is on the eligible register of the Commission, unless such person submits the written assent of the Department or office in which he is or has been employed to his taking such examination or to his being so certified. Such assent shall be based solely upon the finding, after due consideration, by such Department or office that the person can render better service for the Government in the place for which the examination is held.

"This order is issued solely because of the present international situation and will be withdrawn when the emergency is past."

D. S. H. Met m.
Secretary.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

April 13, 1917.

*Regarding Alien Enemies
Residing in the United
States.*

DUM NO. _____

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"All alien enemies are enjoined to preserve the peace towards the United States and to refrain from crime against the public safety, and from violating the laws of the United States and of the States and Territories thereof, and to refrain from actual hostility or giving information, aid or comfort to the enemies of the United States, and to comply strictly with the regulations which are hereby or which may be from time to time promulgated by the President; and so long as they shall conduct themselves in accordance with law, they shall be undisturbed in the peaceful pursuit of their lives and occupations and be accorded the consideration due to all peaceful, and law-abiding persons, except so far as restrictions may be necessary for their own protection and for the safety of the United States; and towards such alien enemies as conduct themselves in accordance with law, all citizens of the United States

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*Selection to Examination and
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Commission of Persons already
in Government Employ.*

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the Commission, unless such person submits the written
assent of the Department or office in which he is or has
been employed to his taking such examination or to his
being so certified. Such assent shall be based solely

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upon the finding, after due consideration, by such Department or office that the person can render better service for the Government in the place for which the examination is held.

This order is issued solely because of the present international situation and will be withdrawn when the emergency is past."

A handwritten signature in dark ink, appearing to read "D. J. Howland", followed by a long horizontal flourish.

Secretary.

Executive Order.

2

In view of present emergency conditions and until further notice, the Civil Service Commission is directed to refuse examination to any person who is, or who has been within three months of the date of the examination, employed in the Government service, or to certify any such person who is on the eligible register of the Commission, unless such person submits the written assent of the Department or office in which he is or has been employed to his taking such examination or to his being so certified. Such assent shall be based solely upon the finding, after due consideration, by such Department or office that the person can render better service for the Government in the place for which the examination is held.

This order is issued solely because of the present international situation and will be withdrawn when the emergency is past.

WOODROW WILSON

THE WHITE HOUSE,
2 April, 1917.

[No. 2570.]



By the President of the United States of America

A Proclamation.

WHEREAS the Congress of the United States in the exercise of the constitutional authority vested in them have resolved, by joint resolution of the Senate and House of Representatives bearing date this day "That the state of war between the United States and the Imperial German Government which has been thrust upon the United States is hereby formally declared";

WHEREAS it is provided by Section four thousand and sixty-seven of the Revised Statutes, as follows:

Whenever there is declared a war between the United States and any foreign nation or government, or any invasion or predatory incursion is perpetrated, attempted, or threatened against the territory of the United States, by any foreign nation or government, and the President makes public proclamation of the event, all natives, citizens, denizens, or subjects of the hostile nation or government, being males of the age of fourteen years and upwards, who shall be within the United States, and not actually naturalized, shall be liable to be apprehended, restrained, secured, and removed, as alien enemies. The President is authorized, in any such event, by his proclamation thereof, or other public act, to direct the conduct to be observed, on the part of the United States, toward the aliens who become so liable; the manner and degree of the restraint to which they shall be subject, and in what cases, and upon what security their residence shall be permitted, and to provide for the removal of those who, not being permitted to reside within the United States, refuse or neglect to depart therefrom; and to establish any other regulations which are found necessary in the premises and for the public safety;

WHEREAS, by Sections four thousand and sixty-eight, four thousand and sixty-nine, and four thousand and seventy, of the Revised Statutes, further provision is made relative to alien enemies;

NOW, THEREFORE, I, WOODROW WILSON, President of the United States of America, do hereby proclaim to all whom it may concern that a state of war exists between the United States and the Imperial German Government; and I do specially direct all officers, civil or military, of the United States that they exercise vigilance and zeal in the discharge of the duties incident to such a state of war; and I do, moreover, earnestly appeal to all American citizens that they, in loyal devotion to their country, dedicated from its foundation to the principles of liberty and justice, uphold the laws of the land, and give undivided and willing support to those measures which may be adopted by the constitutional authorities in prosecuting the war to a successful issue and in obtaining a secure and just peace;

And, acting under and by virtue of the authority vested in me by the Constitution of the United States and the said sections of the Revised Statutes, I do hereby further proclaim and direct that the conduct to be observed on the part of the United States towards all natives, citizens, denizens, or subjects of Germany, being males of the age of fourteen years and upwards, who shall be within the United States and not actually naturalized, who for the purpose of this proclamation and under such sections of the Revised Statutes are termed alien enemies, shall be as follows:

All alien enemies are enjoined to preserve the peace towards the United States and to refrain from crime against the public safety, and from violating the laws of the United States and of the States and Territories thereof, and to

refrain from actual hostility or giving information, aid or comfort to the enemies of the United States, and to comply strictly with the regulations which are hereby or which may be from time to time promulgated by the President; and so long as they shall conduct themselves in accordance with law, they shall be undisturbed in the peaceful pursuit of their lives and occupations and be accorded the consideration due to all peaceful and law-abiding persons, except so far as restrictions may be necessary for their own protection and for the safety of the United States; and towards such alien enemies as conduct themselves in accordance with law, all citizens of the United States are enjoined to preserve the peace and to treat them with all such friendliness as may be compatible with loyalty and allegiance to the United States

And all alien enemies who fail to conduct themselves as so enjoined, in addition to all other penalties prescribed by law, shall be liable to restraint, or to give security, or to remove and depart from the United States in the manner prescribed by Sections four thousand and sixty-nine and four thousand and seventy of the Revised Statutes, and as prescribed in the regulations duly promulgated by the President;

And pursuant to the authority vested in me, I hereby declare and establish the following regulations, which I find necessary in the premises and for the public safety:

- (1) An alien enemy shall not have in his possession, at any time or place, any fire-arm, weapon or implement of war, or component part thereof, ammunition, maxim or other silencer, bomb or explosive or material used in the manufacture of explosives;
- (2) An alien enemy shall not have in his possession at any time or place, or use or operate any aircraft or wireless apparatus, or any form of signalling device, or any form of cipher code, or any paper, document or book written or printed in cipher or in which there may be invisible writing.
- (3) All property found in the possession of an alien enemy in violation of the foregoing regulations shall be subject to seizure by the United States;
- (4) An alien enemy shall not approach or be found within one-half of a mile of any Federal or State fort, camp, arsenal, aircraft station, Government or naval vessel, navy yard, factory, or workshop for the manufacture of munitions of war or of any products for the use of the army or navy;
- (5) An alien enemy shall not write, print, or publish any attack or threats against the Government or Congress of the United States, or either branch thereof, or against the measures or policy of the United States, or against the person or property of any person in the military, naval, or civil service of the United States, or of the States or Territories, or of the District of Columbia, or of the municipal governments therein;
- (6) An alien enemy shall not commit or abet any hostile act against the United States, or give information, aid, or comfort to its enemies;
- (7) An alien enemy shall not reside in or continue to reside in, to remain in, or enter any locality which the President may from time to time designate by Executive Order as a prohibited area in which residence by an alien enemy shall be found by him to constitute a danger to the public peace and safety of the United States, except by permit from the President and except under such limitations or restrictions as the President may prescribe;
- (8) An alien enemy whom the President shall have reasonable cause to believe to be aiding or about to aid the enemy, or to be at large to the danger of the public peace or safety of the United States, or to have violated or to be about to violate any of these regulations, shall

remove to any location designated by the President by Executive Order, and shall not remove therefrom without a permit, or shall depart from the United States if so required by the President;

- (9) No alien enemy shall depart from the United States until he shall have received such permit as the President shall prescribe, or except under order of a court, judge, or justice, under Sections 4069 and 4070 of the Revised Statutes;
- (10) No alien enemy shall land in or enter the United States, except under such restrictions and at such places as the President may prescribe;
- (11) If necessary to prevent violations of these regulations, all alien enemies will be obliged to register;
- (12) An alien enemy whom there may be reasonable cause to believe to be aiding or about to aid the enemy, or who may be at large to the danger of the public peace or safety, or who violates or attempts to violate, or of whom there is reasonable ground to believe that he is about to violate, any regulation duly promulgated by the President, or any criminal law of the United States, or of the States or Territories thereof, will be subject to summary arrest by the United States Marshal, or his deputy, or such other officer as the President shall designate, and to confinement in such penitentiary, prison, jail, military camp, or other place of detention as may be directed by the President.

This proclamation and the regulations herein contained shall extend and apply to all land and water, continental or insular, in any way within the jurisdiction of the United States.

In Witness Whereof, I have hereunto set my hand and caused the seal of the United States to be affixed.

DONE at the City of Washington, this sixth day of April, in the year
of our Lord one thousand nine hundred and seventeen, and of
[SEAL.] the independence of the United States the one hundred and
forty-first.

WOODROW WILSON

By the President:

ROBERT LANSING,
Secretary of State.

[No. 1364.]

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Please return to
the Secretary's Office

DEPARTMENT OF AGRICULTURE

WASHINGTON

April 27, 1917

MEMORANDUM NO. 202.

Monthly Expenditure Statements in Connection with Passenger-Carrying Vehicles and Motor Boats.

The monthly statement showing the cost of operation of motor-propelled vehicles and motor boats, owned and operated by the Department of Agriculture outside of the District of Columbia, required by the second paragraph, page 3, of Memorandum No. 97, to be sent to the Chief Clerk of the Department, may be discontinued. Bureau records, however, should be kept in such shape that, upon call from the Chief Clerk's Office after the first of July, the data needed for the report required by the following paragraph of the Agricultural Appropriation Act can be furnished promptly:

"That not to exceed \$60,000 of the lump-sum appropriations herein made for the Department of Agriculture shall be available for the purchase, maintenance, repair, and operation of motor-propelled and horse-drawn passenger-carrying vehicles and motor boats necessary in the conduct of the field work of the Department of Agriculture outside the District of Columbia: Provided, that not to exceed \$10,000 of this amount shall be expended for the purchase of such vehicles and boats, and that such vehicles and boats shall be used only for official service outside the District of Columbia, but this shall not prevent the continued use for official service of motor trucks in the District of Columbia: Provided further, that the Secretary of Agriculture shall, on the first day of each regular session of Congress, make a report to Congress showing the amount expended under the provisions of this paragraph during the preceding fiscal year: Provided, That hereafter, nothing in this paragraph or in section five of the legislative, executive, and judicial appropriation Act, approved July sixteenth, nineteen hundred and fourteen (Thirty-eight Statutes at Large, page five hundred and eight), shall be construed to apply to the hire of motor-propelled and horse-drawn passenger-carrying vehicles and motor boats necessary in the conduct of the field work of the Department, or to the maintenance, repair, or operation of vehicles so hired."

For this report the Chief Clerk's Office will require data in the following form:

Bureau.	Motor-Propelled Vehicle or Boat.	Horse-Drawn Vehicle.	Location.	Cost of Maintenance, Operation, and Re- pair.
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The monthly statements of expenditures and liabilities against the allotments for the purchase, maintenance, repair, and operation of motor-propelled and horse-drawn passenger-carrying vehicles, and motor boats, heretofore sent to the Office of the Secretary, as required by Memorandum No. 136, will be continued. The amounts allotted to purchases should be reported separately from the allotments for maintenance, repair, and operation.

W. S. Harrison
Secretary.

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Please return to
the Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON

May 18, 1917.

MEMORANDUM NO. 203.

Amendment to the Administrative Regulations
Relating to Motion Pictures.

Paragraph 197 of the Administrative Regulations of this Department is hereby amended, effective July 1, 1917, so as to read as follows:

When the chief of any bureau believes that motion pictures showing the activities of the bureau would be instructive and useful to the public, he should submit a project or scenario of the proposed picture to the committee on motion picture activities for consideration. If the making of such pictures is recommended by the committee and approved by the Secretary, the work will be taken up by the section of illustrations in the Division of Publications.

In order to promote economy and efficiency, the following rules will be strictly observed:

(a) Correspondence received by the Department concerning motion picture activities will be referred to the committee on motion picture activities or to the member of the committee representing the bureau or office in which the correspondence is received.

(b) Projects for motion pictures to be taken by or for any bureau of the Department shall be submitted for approval to the committee on motion picture activities.

(c) No motion picture work will be undertaken until a definite and complete scenario has been submitted and approved and time given to the photographic laboratory to study the scenario from the photographic standpoint.

(d) Before any motion picture is taken, the scientist in charge of the subject shall go over the ground with the photographic director and definitely map out the scenes.

(e) In matters of photography, the opinion of the photographic director as to the feasibility of taking the subject, proper lighting, etc., shall be final.

(f) So far as practicable, scenes not essentially related to a special region should be staged in or about Washington, where facilities exist for the more effective and economical setting of the scenes.

(g) Films should be nonsectional, with the idea that they will be of service to the entire department, in so far as these objects can be achieved without interference with the specific educational purpose of the films.

(h) Sale, Loan, and Rental. 1. Films may be loaned, rented, or sold upon the approval of the committee on motion picture activities.

2. In the rental and sale of its motion pictures the Department will give preference to educational institutions and associations for agricultural education not organized for profit.

3. Films may be made available to colleges and other officially

cooperating agencies by the loan of Department positives or by arranging for exhibitions conducted by Department representatives or official cooperators; provided, that such colleges and other officially cooperating agencies shall not use the films commercially for profit in theaters or any other places where an admission is charged.

4. When deemed advisable by the committee on motion picture activities the Department may manufacture positive films with the raw film and chemicals supplied by the purchaser and sell the finished product for a price to cover all actual costs of labor and laboratory services, plus ten per cent. In such cases the purchaser shall pay all transportation charges and furnish, also, metal boxes, reels, and other materials required for the manufacture, packing and shipment of the films.

5. When deemed advisable by the committee on motion picture activities the Department may, under proper safeguard, enter into an arrangement with a commercial motion picture printing company to place its negatives temporarily in the custody of such company for the printing of positive films to be sold to authorized purchasers at a fair price per foot of positive film.

6. Whenever the Department's films are loaned, rented, or sold the person, company, or other agency to whom they may be loaned, rented, or sold shall not take from, add to, or alter any part of such films without express permission in writing of the committee on motion picture activities.

7. Negatives may be rented to a commercial distributor or producer, to be selected by the committee, for general circulation, under terms and conditions to be made by the committee and upon deposit with the

Department of a specified number of prints of each negative so rented and such payment in cash as shall be agreed upon.

8. Motion picture negatives may be sold upon recommendation of the committee on motion picture activities when, in the judgment of the Secretary, they are of no further use to the Department.

The bureaus and independent offices shall refrain from purchasing motion picture cameras and shall purchase motion picture projectors only with the consent of the committee on motion picture activities, and with the approval of the Secretary.

A handwritten signature in dark ink, appearing to read "J. F. H. Smith". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

Secretary.

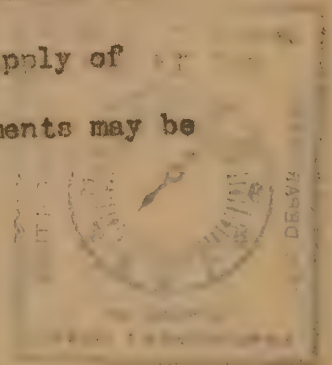
Office of the Secretary.

May 4, 1917.

MEMORANDUM NO.

The Civil Service Commission has called the Department's attention to the urgent necessity for conserving the register of eligibles for the position of Stenographer and Typewriter and the importance of using this register only when it is absolutely necessary to employ persons qualified in stenography and typewriting. The Commission states that complaints have been received from persons appointed from the stenographer and typewriter register because of their assignment to mere clerical or filing work, and many persons have resigned during probation in order that they might have their names restored to the register for certification to positions the duties of which require stenographic and typewriting qualifications.

Chiefs of the various Bureaus, Offices and Divisions of this Department are requested to cooperate with the Commission in this matter to the fullest extent, in order that an ample supply of stenographers and typewriters for the Executive Departments may be secured.



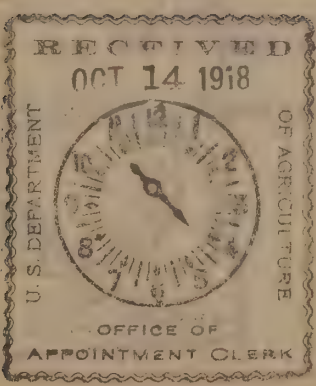
Prompt action must be taken on Civil Service certificates for all classes of positions in order to insure the least possible delay in filling vacancies throughout the Department.

A. A. Houston

Secretary.



From the fact that the following is a list of the names of the persons who have been appointed to the various positions in the Department of Agriculture, it will be seen that the Department is in a position to carry on its work in a most efficient manner.



COMMISSIONERS
JOHN A. McILHENNY
PRESIDENT
CHARLES M. GALLOWAY
HERMON W. CRAVEN

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

Ra-VC

RECEIVED
APR 23 1917

April 19, 1917.

The Honorable

The Secretary of Agriculture.

Sir:

The Commission desires to call attention to the urgent necessity of conserving the register for stenographer and typewriter and to emphasize the importance of using this register only when it is actually necessary to employ persons qualified in stenography and typewriting. If the duties of a position call for typewriting work only, requisition should be made for eligibles from the typewriter register; if the duties require neither stenographic nor typewriting work, but merely clerical qualifications, requisition should be made for eligibles from the clerical register. So far as ordinary clerical work is concerned, the clerk examination is of a higher grade, embracing all first grade subjects, whereas the stenographer and typewriter examination includes only a part of the first grade subjects.

Complaints have been received from persons appointed from the stenographer and typewriter register, because of their assignment to mere clerical or filing work, and many persons have resigned during probation in order that they might have their names restored to the register for certification to positions the duties of which require stenographic and typewriting qualifications.

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OCT 14 1918
U.S. DEPARTMENT OF AGRICULTURE
OFFICE OF APPOINTMENT CLERK



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U.S. DEPARTMENT
OF AGRICULTURE
OFFICE OF
APPOINTMENT CLERK

COMMISSIONERS

JOHN A. McILHENNY
PRESIDENT
CHARLES M. GALLOWAY
HERMON W. CRAVEN

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

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APR 23 1917

April 19, 1917.

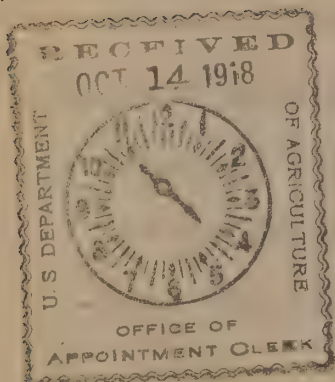
The Honorable

The Secretary of Agriculture.

Sir:

The Commission desires to call attention to the urgent necessity of conserving the register for stenographer and typewriter and to emphasize the importance of using this register only when it is actually necessary to employ persons qualified in stenography and typewriting. If the duties of a position call for typewriting work only, requisition should be made for eligibles from the typewriter register; if the duties require neither stenographic nor typewriting work, but merely clerical qualifications, requisition should be made for eligibles from the clerical register. So far as ordinary clerical work is concerned, the clerk examination is of a higher grade, embracing all first grade subjects, whereas the stenographer and typewriter examination includes only a part of the first grade subjects.

Complaints have been received from persons appointed from the stenographer and typewriter register, because of their assignment to mere clerical or filing work, and many persons have resigned during probation in order that they might have their names restored to the register for certification to positions the duties of which require stenographic and typewriting qualifications.



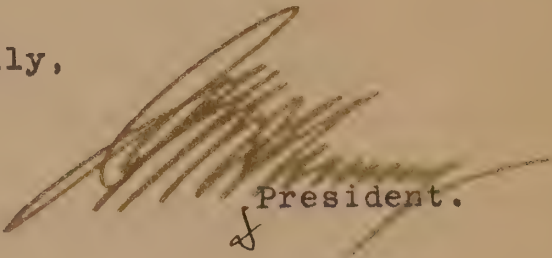
In an effort to meet the needs of the service actually requiring stenographic and typewriting qualifications, the Commission is holding examinations as frequently as once a week.

The Commission trusts that it will have the hearty co-operation of all appointing officers in order that at this critical period the Commission may be able to supply promptly eligibles as they may be needed for actual stenographic and typewriting work.

In this connection the Commission also respectfully requests the cooperation of all appointing officers and others concerned in making prompt reports of action taken on certificates issued for all classes of positions, in order that there may be the least possible delay in filling vacancies.

By direction of the Commission:

Very respectfully,



President.

is an effort to meet the needs of the people.

There is a need for a more efficient and economical system.

Very

The following is a list of the names of the people who

are interested in the work of the Commission.

Very

Very

In this connection the Commission also

requests the cooperation of all agencies of the Government and of the

Commission for all classes of positions, in order that

the Commission of the Commission.

Very



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Please return to
the Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON

May 19, 1917

MEMORANDUM NO. 204.

Lost Passenger Transportation Requests.

The attention of administrative officers is invited to the fact that carelessness on the part of employees has resulted recently in numerous losses of unused passenger transportation requests. As the Department (and indirectly the employee to whom a request is issued) is responsible to the transportation company for the value of the ticket issued on a request, even though the request be presented by an unauthorized person, action should be taken at once to impress upon all employees the necessity for exceptional care in the handling of unused requests. In the event of loss of a request, the fact should be immediately reported to the Office of Inspection of the Office of the Secretary in order that notices may be sent out to the traffic associations. No attempt should be made to use a request, the loss of which has been previously reported; such a request, when recovered, should be promptly forwarded to the Office of Inspection for appropriate action.

A. S. H. Smith

Secretary.

OFFICE OF THE SECRETARY OF AGRICULTURE

May 10, 1917.

Dear Mr. Harrison:

Herewith is the suggested draft of a memorandum regarding lost transportation requests. It is my thought that something of this sort should be issued, as employees are not as careful as they should be in safeguarding unused requests.

Very truly yours,

End

Com. on Finance
Ashley

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the Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON

May 23, 1917.

MEMORANDUM NO. ~~187~~ 205

Amendment to Administrative Regulations.

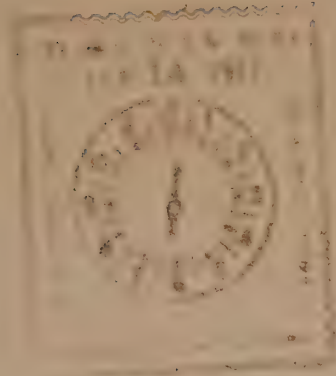
Paragraph 144 of the Administrative Regulations, as amended by Memorandum No. 187, dated February 14, 1917, is hereby further amended so as to read as follows:

"144.- Contract and Bond in Connection with the Purchase of Supplies and Performance of Work. A contract and bond will, as a general rule, be required for supplies and materials procured under informal bids, and for construction work, when the aggregate amount involved is more than \$1,000; or when supplies, materials or equipment are procured, or station contract construction work done by the Forest Service or the Office of Public Roads and Rural Engineering, required exclusively for the construction or maintenance of roads or trails where the amount involved is \$2,500 or more. This requirement may be waived, however, when articles to be purchased are of regular standard make or manufacture, and in connection with the purchase of seeds for congressional distribution when immediate delivery is required."

D. S. Houtman

Secretary.

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the Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON

June 9, 1917.

MEMORANDUM NO. 206.

Regarding Delay in Reporting upon Civil Service Certifications.

Attention is again directed to the delay on the part of some of the Bureaus of the Department in reporting upon certifications issued by the Civil Service Commission. The extraordinary demand for assistance being made upon the Commission during the present emergency makes it imperative that prompt action be taken in filling vacancies, especially in the non-scientific grades. This Department should cooperate with the Commission to the fullest extent in meeting this emergency. Reports on all certifications for non-scientific positions, therefore, MUST BE RECEIVED BY THE SECRETARY NOT LATER THAN FOUR DAYS AFTER THEIR RECEIPT; for scientific positions, WITHIN ONE WEEK (See memorandums Nos. 100 and 198).

Please acknowledge receipt of this memorandum.

A. S. McIntire
Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
WASHINGTON, D. C.

MECHANICAL SUPERINTENDENT.

June 19, 1917.

The Honorable

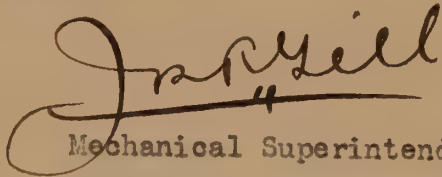
The Secretary of Agriculture.

Sir:

I am in receipt of your memorandum No. 206 regarding delay in reporting on Civil Service Certifications. I will see that this office co-operates to the fullest extent in expediting action on all certifications issued to this office.

Very respectfully,

E/S


Mechanical Superintendent.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

July 31, 1914.

MEMORANDUM NO. 100.

Regarding Delay in Reporting upon Civil Service Certifications.

My attention has been called to the delay on the part of some of the bureaus of the Department in reporting upon certifications issued by the Civil Service Commission, particularly those for non-scientific positions. It frequently happens that a certification issued for filling a vacancy in one bureau contains the names of one or more persons which already appear on a certification for another bureau. In such cases, it is usually necessary for the second bureau to withhold action on its certification until the first bureau has made its selection and the papers of the persons whose names appear on both certifications have been turned over to the second bureau. Any delay, therefore, on the part of the first bureau in making selection is likely to result in serious inconvenience to the second bureau and injustice to the persons certified. In order to avoid such delay and inconvenience, and to secure prompt action on all certifications, chiefs of bureaus are instructed to take such steps as may be necessary to see that reports are made on all certifications for non-scientific positions within four days after their receipt, and that action on certifications for scientific positions is reported within one week.

D. A. Houston

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

April 20, 1917.

MEMORANDUM NO. 198

Delay in Reporting on Civil Service Certificates.

Attention of the Chiefs of Bureaus, Offices, and Divisions is called to Memorandum No. 100, dated July 31, 1914, relating to the delay in reporting upon Civil Service certificates. Considerable inconvenience is being experienced in the Department owing to the failure on the part of persons making selections from the certificates to promptly report action thereon. Under the Civil Service Rules the Department is regarded as a unit, each eligible being allowed three certifications to each of the Executive Departments, thus making it necessary to couple the certificates. Prompt action, therefore, is imperative on Civil Service certificates for all clerical and sub-clerical positions. The proper discharge of the business of the Department relating to personnel matters requires that every effort be made to expedite action on the certificates.

D. J. Washburn

Secretary.

U. S. Department of Agriculture

OFFICE OF THE CHIEF CLERK.

File

-----, 191

Each Chief of Bureau, Division, Office, or Section named below will please note the accompanying communication and govern himself accordingly, if it belongs to his office. In every case he will oblige by affixing his initials and at once transmitting it to the next in order.

Solicitor ✓
Office of Farm Management ✓
Bureau of Animal Industry ✓
Bureau of Chemistry ✓
Bureau of Soils ✓
Forest Service ✓
Bureau of Plant Industry ✓
Bureau of Entomology ✓
Bureau of Crop Estimates ✓
Bureau of Biological Survey ✓
Weather Bureau ✓
Division of Publications ✓
Division of Accounts and Disbursements ✓
States Relations Service ✓
Office of Public Roads and Rural Engineering ✓
Insecticide and Fungicide Board ✓
Federal Horticultural Board ✓
Office of Markets and Rural Organization ✓
Office of Information
Office of Inspection
Library
Supply Division
Appointment Clerk
Chief Engineer ✓

Chief Clerk.

Department of Agriculture,

OFFICE OF THE SECRETARY,

Washington, D. C.

176720
206

OFFICE OF FARM MANAGEMENT.

June 28, 1917.

The Honorable

The Secretary of Agriculture.

Sir:

Receipt is hereby acknowledged of Memorandum No. 206, dated June 9, 1917, regarding delay in reporting upon Civil-Service certifications. This office will comply with the instructions contained therein.

Respectfully,

L. A. Morrison

Acting Chief.

M/J

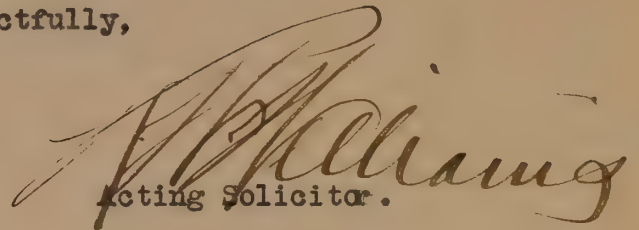
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON

June 13, 1917.

THE SECRETARY:

Receipt is acknowledged of your memorandum of the 9th instant, regarding delay in reporting upon Civil Service certifications. The instructions contained therein will be complied with.

Respectfully,


Acting Solicitor.

UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL HORTICULTURAL BOARD
WASHINGTON, D. C.

June 13, 1917.

MEMORANDUM FOR THE SECRETARY:

Receipt is hereby acknowledged of 10 copies of your Memorandum No. 206, entitled "Regarding Delay in Reporting upon Civil Service Certifications." Every effort will be made to comply with this order.

Very respectfully,


Chairman of Board.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF PLANT INDUSTRY.

LABORATORY OF PLANT PATHOLOGY.

Handwritten signature/initials

Washington, D. C., June 13, 1917.

The Honorable

The Secretary of Agriculture.

Sir:

I beg to acknowledge receipt of a copy of
Memorandum No. 206, dated June 9, 1917, relative to
delay in reporting upon Civil Service certificates.

Very respectfully yours,

Erwin F. Smith

Pathologist in Charge.

June 13, 1917.

The Honorable

The Secretary of Agriculture.

Sir:

I beg to acknowledge receipt of a copy of
Memorandum No. 200, dated June 9, 1917, relative to
delay in reporting upon Civil Service certificates.

Very respectfully yours,

Wm. F. Smith

Pathologist in Charge.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY
WASHINGTON, D. C.

ADDRESS REPLY TO
CHIEF, BUREAU OF BIOLOGICAL SURVEY,
AND REFER TO

June 13, 1917.

MEMORANDUM FOR THE SECRETARY.

I am in receipt of a copy of Memorandum No. 206
calling attention to the necessity of promptly reporting
on civil-service certificates. This Bureau will be
glad to comply with the memorandum.

Very truly yours,

E. W. Reeson
Chief, Biological Survey.

D:J

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

Mr. Wiley

June 15, 1917.

The Honorable,

The Secretary of Agriculture.

Sir:

I beg to acknowledge receipt of Memorandum No. 206 regarding delay in reporting upon Civil Service Certifications. The hearty cooperation of this office in the matter is assured.

Very respectfully,

A. G. Appone
Chief of Division.

UNITED STATES DEPARTMENT OF AGRICULTURE,
WEATHER BUREAU.
OFFICE OF THE CHIEF,
WASHINGTON, D. C.

June 13, 1917.

MEMORANDUM FOR THE SECRETARY

Receipt is hereby acknowledged of Memorandum No. 206, dated June 9, 1917, regarding delay in reporting upon Civil Service Certifications, and the contents thereof have been noted.

Very respectfully,

C. A. Marvin

Chief of Bureau.

United States Department of Agriculture,
Bureau of Plant Industry.

Corn Investigations.

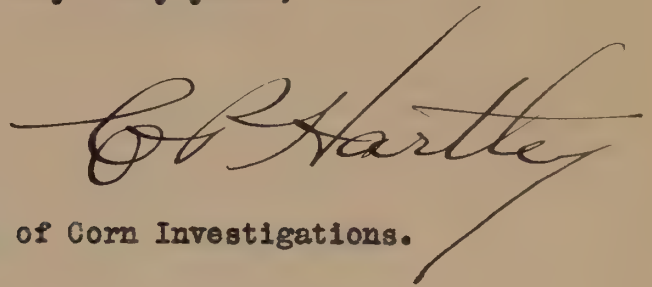
Washington, D. C., June 15, 1917.

Hon. D. F. Houston, Secretary
Department of Agriculture

Sir:

This is to acknowledge receipt of your memorandum No. 206,
dated June 9th, relative to delay in reporting upon Civil Service
certifications.

Very truly yours,

A handwritten signature in cursive script, reading "C. B. Hartley". The signature is written in dark ink and is positioned above the typed name "In Charge of Corn Investigations.".

In Charge of Corn Investigations.

fhw

UNITED STATES DEPARTMENT OF AGRICULTURE,
DIVISION OF PUBLICATIONS,
WASHINGTON, D. C.

June 15, 1917.

The Honorable

The Secretary of Agriculture.

Sir:

Receipt is acknowledged of your memorandum dated June 9, 1917, with regard to reporting upon certifications issued by the Civil Service Commission.

The instructions therein contained have been noted, and reports on all certifications made to this Division will be forwarded to the Office of the Secretary within four days after receipt.

Very respectfully,

Jo. S. Howard

Editor and Chief.

DEPARTMENT OF AGRICULTURE,
BUREAU OF CHEMISTRY,
WASHINGTON, D. C.

ADDRESS REPLY
CHIEF, BUREAU OF CHEMISTRY,
AND REFER TO

JUN 16 1917

THE SECRETARY:

Receipt is acknowledged of Memorandum No. 206, dated
June 9, in regard to returning certificates. Reports on
certifications will be made in the time specified.

Respectfully,

W. C. Comptone
Acting Chief.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR

APPALACHIAN BRANCH

W. H. Taylor
Knoxville, Tenn.
June 15th, 1917

Hon. D. F. Houston, Secretary,
Department of Agriculture,
Washington, D. C.

Dear Sir:-

Receipt is acknowledged of Memorandum
No. 206, dated June 9, 1917. I will govern myself
accordingly.

Very respectfully,

John E. Taylor
Title Attorney.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF PLANT INDUSTRY.

B-G
ARLINGTON EXPERIMENTAL FARM.

Mr. Haley

Rosslyn, Va., June 15, 1917.

The Honorable,
The Secretary of Agriculture.

Sir:

I have the honor to acknowledge receipt of
Memorandum No. 206 relative to Delay in Reporting upon
Civil Service Certifications.

Same is fully understood and will be complied
with.

Respectfully,

E. C. Butterfield
Assistant Horticulturist, in Charge.

UNITED STATES DEPARTMENT OF AGRICULTURE,
INSECTICIDE AND FUNGICIDE BOARD,
WASHINGTON, D. C.

JGS:E

ADDRESS ALL CORRESPONDENCE
TO THE INSECTICIDE AND FUNGICIDE
BOARD.

June 15, 1917.

In reply refer to

The Honorable

The Secretary of Agriculture.

Sir:

Receipt is acknowledged of Memorandum No. 206, regarding the delay in reporting upon Civil Service certifications. The memorandum has been brought to the attention of all officers of the Board having to do with the appointment of non-scientific and scientific employees, and every endeavor will be made to report on certifications within the periods stated.

Respectfully,

J. G. Shibley
Executive Officer.

R

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF SOILS,
WASHINGTON, D. C.

June 15, 1917.

W. H. H. H.

The Honorable,

The Secretary of Agriculture.

S i r :

I beg to acknowledge receipt of memorandum No. 206,
regarding delay in reporting upon Civil Service Certifications.
The instructions contained therein will be complied with so
far as this Bureau is concerned.

Very truly yours,

W. H. H. H.
Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
WASHINGTON

Am. H. H. H.

ADDRESS REPLY TO
THE FORESTER
AND REFER TO:

0

June 16, 1917

Supervision

MEMORANDUM FOR THE SECRETARY

Memorandum No. 206, regarding delay in reporting upon civil-service certificates, is received, and is being furnished to all officers of the Forest Service who handle these certificates.



Acting Forester.

MEMORANDUM

BUREAU OF ANIMAL INDUSTRY

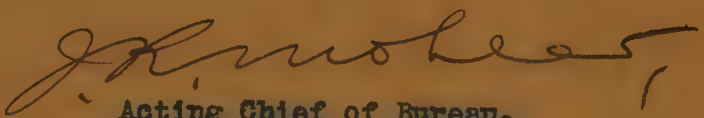
JRC-WJ

0- 10-17

June 18, 1917.

THE SECRETARY:

Receipt is acknowledged of your memorandum No. 206, dated June 9, relative to the handling of civil service certifications. This bureau will make every effort to comply with the instructions contained in this memorandum.


Acting Chief of Bureau.

Copy for Mr. Pow.

UNITED STATES DEPARTMENT OF AGRICULTURE,
STATES RELATIONS SERVICE,
WASHINGTON, D. C.

June 18, 1917.

MEMORANDUM FOR MR. HARRISON.

Receipt is hereby acknowledged of the Secretary's memorandum dated June 9, requiring report on Civil Service certificates within four days for non-scientific positions and within one week for scientific positions.

Al True

Director.

ACS:JRP

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF PLANT INDUSTRY.

HORTICULTURAL AND POMOLOGICAL
INVESTIGATIONS.

IN REPLYING, REFER TO: HP-

Washington, D. C., June 15, 1917.

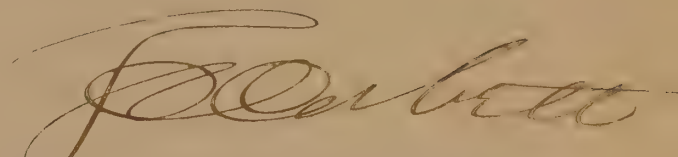
The Honorable

The Secretary of Agriculture.

Dear Mr. Secretary:

Receipt is hereby acknowledged of your memorandum
No. 206, dated the 9th instant.

Respectfully,


Horticulturist in Charge.

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★ OCT 16 1936 W
Please return
to the Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON

June 9, 1917.

MEMORANDUM NO. 207

Amendments to the Fiscal Regulations.

Paragraphs 45, 75, and 78(h) of the Fiscal Regulations are hereby amended so as to read as follows:

"Paragraph 45.- All telegraph messages relating to the business of the department should be indorsed 'U. S. Official Business, Government Rate.' Messages sent from or to Washington, D. C., must not be paid for by the persons sending or receiving the same, except where payment is demanded as a condition to the transmission or delivery of the message. Telegrams not prepaid should have the additional words 'Charge Department of Agriculture, Bureau of -----,' written or stamped upon the face thereof, and the agent, operator, or messenger should be directed to have the same included in the company's monthly bill. Telegraph messages between points in the field should be prepaid at the Government rate by the employee, where payment is demanded as a condition to the transmission or delivery, and a copy of each prepaid message should support the claim for reimbursement. Identification cards for presentation to agents may be obtained upon application, through the chief of bureau, to the chief clerk of the department. These identification cards must not be used for telegrams reserving hotel or Pullman accommodations by employees receiving per diem allowances while traveling, as such telegrams are not official.

"Paragraph 75.- Employees authorized to receive per diem allowances will not be reimbursed, in addition, for meals, lodging, fees to hotel employees, waiter fees, fees to dining-room stewards on steamships, bath, laundry, telegrams reserving hotel or Pullman accommodations, or other subsistence expenses; but, in addition to the per diem allowance, may be reimbursed for expenses actually and necessarily incurred for railroad and steamboat fares, including



fees to cabin and deck stewards, sleeping berth, state-room on steamboats, seats in parlor or chair cars, street car, transfer coach, and omnibus fares, transfer of baggage, livery hire, stage fare, and other means of conveyance between points not accessible by railroad, fees for checking baggage at depots and docks, fees to Pullman, depot, and dock porters, and other expenses of transportation: Provided, That reimbursement for the payment of any fee herein mentioned will not be allowed in any State in which payment of such fee is prohibited by law. (See Appendix G.)

"Paragraph 78(h).- Except as provided in paragraph 78(v), customary charges for subsistence expenses, not to exceed in the aggregate \$5 for any one day, may be allowed and will include all expenses incurred for meals, lodging, bath, personal use of room at hotel during the daytime, waiter fees not exceeding 30 cents in any one day, fees for checking and portorage of baggage upon arrival at and departure from hotels not to exceed 10 cents for portorage of, and 10 cents for checking, each piece, telegrams reserving hotel accommodations (but not telegrams reserving Pullman accommodations), laundry not exceeding 20 cents a day, to be included in subsistence expenses for the date on which it is paid, and all other subsistence expenses. Charges for laundry must include all expenses incurred for that item during the period for which the voucher is rendered and must not include laundry items brought forward from previous periods. Charges incurred for laundry at official headquarters at the termination of a trip will not be allowed. Receipts for laundry must be submitted or a written statement filed with the account showing the impracticability of obtaining such receipts. A charge for lodging at a hotel and a charge for sleeper berth for the same night will be allowed only when accompanied by a definite statement of necessity: Provided, That reimbursement for the payment of any fee herein mentioned will not be allowed in States in which the payment of such fee is prohibited by law. (See Appendix G.)"



Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

PLEASE RETURN TO THE
SECRETARY'S FILE ROOM
June 12, 1917.

MEMORANDUM NO. 208.

Relative to increase of compensation at 5 and 10 per cent to employees of the Department of Agriculture.

The attention of administrative officers is invited to the following provision of law contained in the Act making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1918, (Public No. 390), approved March 4, 1917:

"That to provide, during the fiscal year nineteen hundred and eighteen, for all persons employed under the Department of Agriculture, including on the lump-sum rolls only those persons who are carried thereon at the close of the fiscal year ending June thirtieth, nineteen hundred and seventeen, increased compensation at the rate of ten per centum per annum to such employees who receive salaries or wages from such department at a rate per annum less than \$1,200, and increased compensation at a rate of five per centum per annum to such employees who receive salaries or wages from such department at a rate of not more than \$1,800 per annum and not less than \$1,200 per annum, so much as may be necessary is hereby appropriated out of any moneys in the Treasury not otherwise appropriated: PROVIDED, That the increased compensation provided by this section shall not apply to persons, whose duties require only a portion of their time, except charwomen, or whose services are needed for brief periods at intervals, or to any persons who receive a part of their salaries or wages from any outside sources under cooperative arrangements with the Department of Agriculture: PROVIDED FURTHER, That detailed reports shall be submitted to Congress on the first day of the next session showing the number of persons, the grades or

PLEASE RETURN TO THE
SECRETARY'S OFFICE
JUNE 18, 1917.

MEMORANDUM FOR THE SECRETARY

Relative to the proposed increase of salaries of employees
of the Department of Agriculture.

The following is a summary of the proposed increase of salaries of employees of the Department of Agriculture:

Following is a summary of the proposed increase of salaries of employees of the Department of Agriculture for the fiscal year ending June 30, 1918.

(Public No. 290), approved March 4, 1917:

"That to provide, during the fiscal year nine-
teen hundred and eighteen, for all persons employed
under the Department of Agriculture, including on
the lump-sum rolls only those persons who are car-
ried thereon at the close of the fiscal year ending
June thirtieth, nineteen hundred and seventeen, in-
creased compensation at the rate of ten per centum
per annum to such employees who receive salaries or
wages from such department at a rate per annum less
than \$1,200, and increased compensation at a rate
of five per centum per annum to such employees who
receive salaries or wages from such department at
a rate of not more than \$1,800 per annum and not
less than \$1,200 per annum, so much as may be neces-
sary is hereby appropriated out of any moneys in
the Treasury and otherwise available: PROVIDED,
That the increased compensation provided by this
section shall not apply to persons, whose duties
require only a portion of their time, except chil-
dren, or whose services are needed for brief
periods at intervals, or to any persons who re-
ceive a part of their salaries or wages from any
outside sources under cooperative arrangements
with the Department of Agriculture: PROVIDED
FURTHER, That detailed reports shall be submitted
to Congress on the first day of the next session
showing the number of persons, the grades or

character of positions, the original rates of compensation, and the increased rates of compensation provided for herein."

A number of questions relative to this provision were submitted to the Comptroller of the Treasury for determination, and a copy of his ruling, rendered under date of May 28, 1917, has been transmitted to each bureau of the Department.

In Treasury Department Circular No. 77, dated May 1, 1917, the Comptroller has prescribed the form in which the increase of compensation shall be shown on regular pay rolls and pay vouchers. To this end new pay rolls and pay vouchers have been prepared with columns provided under appropriate headings for stating the regular compensation, the increase of compensation, and the total paid. A sufficient supply of these voucher forms will be furnished each bureau as soon as they are printed.

To secure uniformity and avoid confusion in the preparation of pay rolls and pay vouchers it is believed that the increase of compensation due employees should be computed at the Washington office by the accounting clerk of each bureau, who will also fill in the proper amounts in the columns headed "Increase of compensation" and "Total paid." Instructions should be issued to all field employees engaged in the preparation of pay rolls and pay vouchers to fill in only the column headed "Regular compensation," leaving the remaining columns to be filled in when the pay roll or pay voucher reaches the Washington office. An exception will be made in the case of the fiscal agents of the Forest Service and such temporary special disbursing agents as are authorized to pay salaries, and suitable instructions should be sent to these officials by their respective bureaus. The Disbursing Clerk is now preparing salary tables of the new rates and copies will be furnished each bureau as soon as they are completed.

Statement of position and financial status of
organization, and the financial status of the
organization should be included.

A number of organizations have been admitted to
the Department of the Treasury for administrative, and a copy of his ruling,
received under date of May 11, 1917, has been forwarded to each bureau of
the Department.

In Treasury Department Circular No. 77, dated May 1, 1917, the Department

has issued the following instructions: "The Department of the Treasury
shall be given no receipts for cash or property. To this end and
pay rolls and pay vouchers have been prepared with columns provided under
appropriate headings for stating the receipts of the Department
of the Treasury, and the cash paid. A certified copy of these

vouchers must be furnished with books as soon as they are printed.
To secure uniformity and avoid confusion in the preparation of pay

rolls and pay vouchers it is believed that the Department of the Treasury
has employed should be prepared by the Department of the Treasury
and clerk of each bureau, who will also fill in the proper amounts in the
columns headed "Receipts of the Department" and "Cash paid." Instructions
should be issued to all field employees engaged in the preparation of pay
rolls and pay vouchers to fill in only the column headed "Receipts of the
Department," leaving the remaining columns to be filled in when the pay roll
or pay voucher reaches the Department office. An exception will be made
in the case of the fiscal agents of the United States and such temporary
special disbursing agents as are authorized to pay salaries, and salaries
instructions should be sent to these officials by their respective bureaus.

The Department of the Treasury is now preparing a copy of the new rules and
regulations which will be furnished with books as soon as they are completed.

Under the law certain employees will not be entitled to the increase of compensation, that is. employees who receive part of their salaries or wages from outside sources under cooperative arrangements with the Department, and employees whose duties require only a portion of their time (except charwomen), or whose services are needed only for brief periods at intervals. The Comptroller ruled in his decision that the law does not vest in the administrative officers of the Department of Agriculture the authority to determine conclusively "those persons whose duties require only a short portion of their time" or "whose services are needed for brief periods at intervals," but stated that certain lists which were submitted by the Department to the Committee on Agriculture (copies of which were also furnished the Comptroller) "seem generally to be a proper classification under the terms of the Act." These lists are on file in the Disbursing Office and a copy of the part pertaining to a particular bureau may be obtained upon request.

A person employed temporarily and paid from a lump sum will not be entitled to the increase of compensation, even though he may have been carried on a lump sum roll on June 30, 1917, but a person occupying a statutory position temporarily will be entitled to the increase of compensation during the entire period he holds such position. Ordinarily a temporary appointment is one in which the period of service does not exceed ninety days, but the question as to whether or not the service of an employee is temporary will be governed largely by the conditions surrounding each case, and all cases, other than those included in the list of temporary employees submitted to the Comptroller, in which a doubt exists should be submitted by the chief of bureau to the Secretary for determination.

In his decision of May 28, 1917, the Comptroller held that if an employee on a lump sum roll on June 30, 1917, be promoted during the fiscal year 1918 to another position on a lump sum roll he will be entitled to the increase of compensation based on the pay of the new position if said position existed at the close of the fiscal year 1917, but if the position to which he is promoted is created or the compensation thereof increased after June 30, 1917, he would be entitled to only the rate of pay fixed in his new appointment. In order that the Department may comply with this ruling and determine whether an employee, when promoted, is entitled to the increase of compensation, the administrative officers are directed to include in each recommendation for promotion on a lump sum roll a statement as to whether the employee was carried on a lump sum roll on June 30, 1917, and whether the place to which he will be promoted is a new one or one made vacant through the promotion, transfer, or separation of another employee.

Under the terms of the provision a report must be submitted to Congress on the first day of the next session showing the number of persons, the grades or character of positions, the original rates of compensation, and the increased rates of compensation provided for therein, but, as only a portion of the fiscal year 1918 will have elapsed at the beginning of the next session of Congress, each bureau will submit to the Office of the Secretary, not later than October 15, 1917, information as to the number of persons employed, the grades and character of positions, the original rates of compensation, and the increased rates of compensation as of September 30, 1917. (See sample form attached.) Next year's report will be made for the complete fiscal year. In addition,

In the Session of May 20, 1917, the Committee said it was
advised that a bill was introduced in the House during the Ses-
sion of 1916 in which provision was made that it will be possible
in the future to compensate the holders of the new positions in
said positions. The Committee has no objection to the bill
provision to which it is referred as regards the compensation there-
of. It is suggested that the bill be amended so that the rate of
pay should be determined by the Committee on the basis of the
rate of pay for the position to which the holder of the position is en-
titled in the service of the Government, the compensation of officers and
employees in the same grade as the position to which the holder of the
position is entitled in the service of the Government, and the rate of
pay for the position to which the holder of the position is entitled in the
service of the Government, and the rate of pay for the position to which
the holder of the position is entitled in the service of the Government,
or separation of another employee.

Under the terms of the provision a report must be submitted to
Congress on the first day of the next session showing the number of
persons, the grades or character of positions, the original rates of
compensation, and the increased rates of compensation provided for
therein, but, as only a portion of the fiscal year 1918 will have elapsed
at the beginning of the next session of Congress, each Bureau will sub-
mit a report showing the number of persons employed, the grades and character
of positions, the original rates of compensation, and the increased rates
of compensation provided for therein, but, as only a portion of the fiscal
year 1918 will have elapsed at the beginning of the next session of Con-

it will be necessary to show at the bottom of the statement the total amount expended under each appropriation or subappropriation by reason of the increase of compensation for the three months ending September 30, 1917. This information is desired in order to check expenditures against amounts drawn from the Treasury Department. The appropriation for this purpose will be carried by the Treasury Department under the title "Increase of Compensation, Department of Agriculture, 1918," but no fixed sum will be set aside. It is an indefinite appropriation and the Disbursing Clerk and fiscal agents of the Department will be allowed to draw such amounts as may be required from time to time to meet payments.

D. J. Harkin.

Secretary

(Sample form).

Statement showing original RATES of compensation and increased RATES of compensation of employees carried on the rolls of the Bureau of _____, on September 30th, 1917, as required by the Agricultural Act approved March 4, 1917 (Public No. 390).

[illegible]

Total amount expended under above appropriations for increase of

compensation for 3 months ending September 30, 1917.....\$25,000

.(mof sign?)

1. The above information was obtained from the files of the Bureau of the Internal Security - Communist, and is being furnished to you for your information.

Inspection	Number	Grades or Character	Original Salary	Increased Salary
12	12	Lay Inspectors	\$1,400	\$1,400
44	44	Lay Inspectors	\$1,400	\$1,400
24	24	Veterinary Inspectors	\$1,400	\$1,400
12	12	Veterinary Inspectors	\$1,400	\$1,400

to ascertain the authenticity of the above names in the

000,564.....7101 ,02 vedneta2 gnihaa niraam 2 vai naitaan, ..

(Sample form).

Statement showing original RATES of compensation and increased RATES of compensation of employees carried on the rolls of the Bureau of _____, on September 30th, 1917, as required by the Agricultural Act approved March 4, 1917 (Public No. 390).

[illegible]

Total amount expended under above appropriations for increase of

compensation for 3 months ending September 30, 1917.....\$25,000

1911 (Public No. 190).
In September, 1907, as reported by the Agricultural Act approved March 4,
of which is printed in the Bulletin of the Bureau of
Agriculture, No. 190, and increased RAIN of cooperation

.....

(Sample form).

Statement showing original RATES of compensation and increased RATES of compensation of employees carried on the rolls of the Bureau of _____, on September 30th, 1917, as required by the Agricultural Act approved March 4, 1917 (Public No. 390).

[illegible]

Total amount expended under above appropriations for increase of

compensation for 3 months ending September 30, 1917.....\$25,000

[illegible]

000,228.....9001 .35 redacted yellow edges 5 mil red tape

(Sample form).

Statement showing original RATES of compensation and increased RATES of compensation of employees carried on the rolls of the Bureau of _____, on September 30th, 1917, as required by the Agricultural Act approved March 4, 1917 (Public No. 390).

[illegible]

Total amount expended under above appropriations for increase of

compensation for 3 months ending September 30, 1917.....\$25,000

1941 (Public No. 200).

[illegible]

200,000.....TYPE, 31 reduced to 200,000 100,000 100,000

(Sample form).

Statement showing original RATES of compensation and increased RATES of compensation of employees carried on the rolls of the Bureau of _____, on September 30th, 1917, as required by the Agricultural Act approved March 4, 1917 (Public No. 390).

:Number :		:Original Rates: Increased Rates	
Appropriation:	of :	Grades or Character	of :
Persons:		of positions	of
			Compensation
Inspection			
and Quarantine:	14	Veterinary inspectors	\$1,620
	24	Veterinary inspectors	1,400
	44	Lay inspectors	1,200
	12	Lay inspectors	840
			924

Total amount expended under above appropriations for increase of

compensation for 3 months ending September 30, 1917.....\$25,000

Statement showing original RATES of compensation and increased RATES of compensation of employees covered on the rolls of the Bureau of Animal Industry as of September 30th, 1917, as required by the Agricultural Act approved March 4, 1917 (Public No. 292).

Original Rates of Compensation		Increased Rates of Compensation		Grades or Character of Positions		Number		Appropriation of Terms	

(Sample form).

Statement showing original RATES of compensation and increased RATES of compensation of employees carried on the rolls of the Bureau of _____, on September 30th, 1917, as required by the Agricultural Act approved March 4, 1917 (Public No. 390).

Appropriation:	Number of Persons:	Grades or Character of positions	Original Rates of Compensation	Increased Rates of Compensation
Inspection and Quarantine:	14	Veterinary inspectors	\$1,620	\$1,701
	24	Veterinary inspectors	1,400	1,470
	44	Lay inspectors	1,200	1,260
	12	Lay inspectors	840	924

Total amount expended under above appropriations for increase of

compensation for 3 months ending September 30, 1917.....\$25,000

1917 (Public No. 330).
on September 30th, 1917, as required by the Agricultural Act approved March 4,
of employees carried on the rolls of the Bureau of
Statement showing original RATES of compensation and increased RATES of compensation

Inspection and Quarantine	Number	Appropriation of	Persons	Grades or Character of Positions	Original Rates	Increased Rates
	14			Veterinary inspectors	\$1,620	\$1,701
	24			Veterinary inspectors	1,400	1,470
	44			Lay inspectors	1,200	1,280
	12			Lay inspectors	840	924

compensation for 3 months ending September 30, 1917.....\$25,000



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the Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON

June 16, 1917.

MEMORANDUM NO. 209

Amendment to the Fiscal Regulations.

Appendix G of the Fiscal Regulations is hereby amended so as to
read as follows:

"Payment of tips, fees, or gratuities to any steward, waiter, porter, or other employee at any hotel, restaurant, cafe, eating house, or to any porter or other employee of any sleeping-car company, corporation, carrier is prohibited by law in the States of Arkansas and Iowa.

"Payment of tips, fees, or gratuities to any person in the employ of any hotel, restaurant, cafe, dining car, railroad company, or sleeping-car company is prohibited by law in the States of South Carolina, Mississippi and Tennessee.

"Payment of sleeping-car or parlor car porters' tips while enroute to a point in an anti-tipping State will not be allowed."

D. J. Houston

Secretary.

